

**Information Management: Telecommunications**

# **Record Communications and the Privacy Communications System**

**Headquarters  
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Washington, DC  
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**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 25-11

Record Communications and the Privacy Communications System

This regulation on record communications and the Privacy Communications System consolidates AR 105-31 and AR 380-38, which covered these two topics. Chapter 7 incorporates changes in message preparation required by the three versions of DD Form 173, Joint Messageform, and chapter 13 contains new policy on electric mail (E-Mail).

Effective 3 October 1990

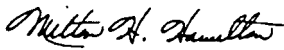
Information Management: Telecommunications

## Record Communications and the Privacy Communications System

By Order of the Secretary of the Army:

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**History.** This UPDATE printing publishes a new Army regulation. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This regulation consolidates AR 105-31 and AR 380-38 and prescribes policy on record communications, which includes narrative and data messages, facsimile transmissions, and electronic mail. It assigns responsibilities and describes procedures for

preparing and processing record communications.

**Applicability.** This regulation applies to all elements of the Active Army, Army National Guard, and U.S. Army Reserve that use Army-operated telecommunications centers or equivalent telecommunications services during peacetime or mobilization.

**Proponent and exception authority.** Not applicable.

**Army management control process.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (SAIS-PSP), WASH DC 20310-0107.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy

interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation, except chapter 8, is the Director of Information Systems for Command, Control, Communications, and Computers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Chief, U.S. Army C-E Services Office, ATTN: SFIS-FAC-M, Room 9S65, 200 Stovall Street, Alexandria, VA 22332-2200. The proponent agency of chapter 8 is the Office of the Deputy Chief of Staff for Intelligence. Suggested improvements to chapter 8 should be sent to HQDA (DAMI-CIS), WASH DC 20310-1051.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 5070, intended for command levels A, B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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\* This regulation supersedes AR 105-31, 8 August 1977, and AR 380-38, 15 November 1985.

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**RESERVED**

## Chapter 1 General

### 1-1. Purpose

a. This regulation prescribes the policies, responsibilities, and procedures for the preparation, approval, and processing of record communications within the Department of the Army (DA). Record communications include narrative, electronic mail (E-Mail), data (card and magnetic tape) messages, and facsimile transmissions.

b. If this regulation conflicts with Department of State or other military department directives pertaining to record communications, such conflicts will be brought promptly to the attention of the Chief, U.S. Army C-E Services Office, ATTN: SFIS-FAC-M, Room 9S65, 200 Stovall Street, Alexandria, VA 22332-2200. Pending resolution, the Department of State or other military department directives will apply.

### 1-2. References

Required and related publications and prescribed and Referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

a. The Director of Information Systems for Command, Control, Communications, and Computers (DISC4) will—

(1) Supervise Army electronic mail (E-Mail) systems world-wide. This responsibility includes approval of policies, procedures, programs, plans, architecture, standards, and resources.

(2) Consolidate, integrate, and assign priorities to E-Mail initiatives in the Information Management Master Plan (IMMP), based on The Army Plan priorities.

b. The HQDA Information Manager will conduct mission analysis to determine the information transmission and E-Mail requirements to include in the Army Requirements Statement (RS) submissions.

c. The Commanding General, United States Army Information Systems Command (USAISC), will

(1) Allocate intra-Army content indicator codes (CICs) and keep a master list of CIC assignments (see chap 4).

(2) Develop and recommend Army E-Mail standards, technical specifications, policies, architectures, plans, and procedures (see chap 7).

(3) Enforce compliance with E-Mail standards.

(4) Manage the development, selection, implementation, operation, and maintenance of Army E-Mail systems.

(5) Ensure accreditation of Army-operated E-Mail systems in accordance with AR 380-380.

(6) Direct software development and maintenance in accordance with AR 70-37 and the AR 25-series regulations.

(7) Provide support (through the Software Development Center-Huachuca U.S. Army Information Systems Engineering Command) to all mail servers running Multichannel Memorandum Distribution Facility II (MMDF II) as the Mail Transfer Agent software

d. The Director of the Army Staff (DAS), Office of the Chief of Staff, Army, will establish policies and procedures for the Privacy Communications System (PCOMS) and will exercise control and Army Staff supervision of the operation of the PCOMS (see chap 8).

e. The Deputy Chief of Staff for Intelligence (DCSINT) will, after reviewing requests for exceptions and waivers to the PCOMS, forward recommendations to the DAS (see chap 8).

f. The Commander, U.S. Army Special Security Group (USASSG), is the PCOMS executive agent and will promulgate and implement appropriate special security officer (SSO) directives necessary to maintain a responsive and effective PCOMS.

g. The heads of Headquarters, Department of the Army (HQDA)

agencies and commanders of major Army commands (MACOMs) will—

(1) Disseminate a CIC's specific meaning to all concerned agencies, offices, installations, data communication terminals, and telecommunications centers (TCCs).

(2) Provide copies of CIC assignments to the Commander, U.S. Army Information Systems Command, ATTN: AS-OPS-OC, Fort Huachuca, AZ 85613-5000.

(3) Update agency point of contact information when required.

h. MACOM commanders will—

(1) Develop command E-Mail hardware and software requirements following approved Army standards (see chap 13).

(2) Develop a plan for the most efficient use of E-Mail within the MACOM and ensure compliance with the Army Automation Security Program in accordance with AR 380-380.

(3) Incorporate the command's E-Mail requirements, including those of subordinate elements, in the MACOM RS; program and budget resources; and execute the MACOM-assigned portion of the approved IMMP.

(4) Conduct surveys to ensure that Army records are preserved in the approved media for the required retention period.

(5) Ensure that the MACOM's Automation Security Program Manager includes E-Mail within the scope of the MACOM's Automation Security Program in accordance with AR 380-380.

i. Installation commanders, through their Directors of Information Management, will

(1) Plan, budget, acquire, install, operate, and maintain computer hardware, communications, and network systems for E-Mail. These systems will be used to satisfy E-Mail requirements for all activities, organizations, and tenants assigned to the installation.

(2) Appoint an E-Mail system administrator to maintain mailboxes for individuals and offices on local computers, manage the users' identification (login) and password system in accordance with AR 380-380, register the Defense data network (DDN) E-Mail system users with the DDN National Information Center (NIC), and disseminate local procedures for using the E-Mail system.

(3) Implement the installation processing and information transfer architecture in accordance with established standards and the Army Information Architecture.

(4) Train users on the E-Mail system.

(5) Implement local procedures for electronic filing and storage of E-Mail. In general, these should provide a level of control and security equal to that provided by manual systems. Specifically, these procedures must provide for file backup and recovery and the retention and disposition of files in accordance with DA Pam 25-51 and AR 25-400-2.

(6) Provide for the protection of passwords and files and for the establishment of control over the office accounts.

j. Originators are responsible for the functions of the drafter and releasing officer. Originators will

(1) Ensure that classified information is not entered, stored, or transmitted through the E-Mail system.

(2) Maintain organizational E-Mail messages for 30 days after the original transmission date.

(3) Ensure that organizational E-Mail correspondence is released in accordance with AR 25-50 and the local commander's delegation of signature authority.

(4) Periodically review the message base and delete unnecessary messages.

(5) Notify the system administrator of any changes in users' registration information.

k. Drafters or writers have primary responsibility for

(1) Being well trained in this regulation, telecommunications economy and discipline, MINIMIZE procedures, and supplementary command directives on message preparation.

(2) Using message addresses per DA Pam 25-11.

(3) Ensuring that the message is clear, concise, and as short as possible.

(4) Assigning the proper security classification, date or event for

downgrading, automatic declassification, or "Originating Agency's Determination Required," in accordance with AR 380-5.

(5) Applying For Official Use Only (FOUO) markings per AR 25-55 and ensuring that the date or event for removing protective markings is included.

(6) Determining whether delivery should be by electrical or non-electrical means and assigning the proper precedence. Where mail or courier is indicated, the writer must ensure that the selected means are used for delivery.

(7) Obtaining needed staff coordination.

(8) Handcarrying priority and higher precedence messages during the staff action, review, and approval process.

*l.* Releasing officers are responsible for final administrative review and approval and will ensure that

(1) The message conforms with policies of the commander or head of the organization and has been fully staffed.

(2) The writer has complied with the provisions of this regulation and other pertinent directives.

(3) Proper classification was assigned.

(4) The date or event for downgrading, automatic declassification, or "Originating Agency's Determination Required" is included as the last element of classified messages, text, or as the event/date for removing FOUO protective markings.

(5) Authorized abbreviations are used.

(6) Message addresses are assigned per DA Pam 25-11. See paragraph 6-2 for exceptions.

(7) Office symbols (if known) are included for each Army addressee.

(8) Where possible, nonelectrical delivery is used for addressees served by commercial means.

(9) The precedence for all addressees is properly assigned.

(10) A message is not delayed for minor improvements such as subjective word changes, punctuation, or grammar.

(11) Messages are not allowed to accumulate and be delayed. They will be signed and released with date-time group (DTG) throughout the day and delivered promptly to the TCC or serving remote terminal (RT).

*m.* Addressees or readers will-

(1) Ensure that prompt action is taken on incoming messages.

(2) Promptly check the distribution to determine adequacy, initiate action or primary information changes, and/or determine additional distribution.

(3) Monitor electronic mailboxes as frequently as possible (see chap 13).

(4) Periodically review the E-Mail message base and delete unnecessary messages.

(5) Notify the E-Mail administrator of any changes in user registration information.

*n.* Authorized users of PCOMS will comply with guidance in chapter 8 for preparing, handling, disseminating, and storing PCOMS messages.

## 1-5. Functions

*a.* The TCC sends, receives, accepts, processes, and distributes incoming and outgoing messages (AR 105-17).

*b.* Automated multimedia exchange (AMME) facilities

(1) Offer automated functions/capabilities for message preparation and processing, and varying degrees of automation to RT message-processing personnel.

(2) Process messages between the RTs and the Automatic Digital Network (AUTODIN). The AMME receives, sends, safeguards, and maintains accountability of narrative and data pattern messages. Its personnel also provide traffic management.

*c.* AMME RTs, in various configurations and capabilities, may be installed at the communications user's location and operated by user personnel. The functions of an RT are basically the same as those of a TCC: accepting and sending outgoing messages and receiving, processing, and distributing incoming messages.

## 1-6. Privacy of messages

All messages (classified and unclassified) will be treated with the utmost privacy. No message, or its parts, will be discussed with any unauthorized person, nor will its contents be revealed except by the originator or addressee, or as directed by competent a higher authority. For example, DA may release specific numbers of messages to a commercial organization for official use in support of a Government contract.

## Chapter 2 Official and Unofficial Messages

### 2-1. Official messages

Official messages are those that specifically pertain to the official functions of the military establishment. Official messages requiring electrical transmission normally will be sent by military facilities. Where such facilities are not available, official messages may be sent over commercial facilities. In addition, messages containing the following types of information are considered official:

*a.* Leaves of absence or extensions thereto.

*b.* Instructions about shipping privately owned household goods or vehicles.

*c.* Payment of salary or expense vouchers.

*d.* Transportation reservations needed for official travel.

*e.* Inquiries relating to absence without leave.

### 2-2. Other types of messages

*a. Quasi-official messages.* The American National Red Cross is allowed to use military telecommunications facilities to send and receive administrative and emergency welfare messages within its mission area, subject to military expediency. This service will be given without charge, except for commercial costs that will be paid by the sender.

*b. Media traffic.* Communications originated by media representatives may be sent without charge over Army facilities when commercial means are not available. AR 25-1 prescribes conditions under which media traffic will be processed. Media traffic will not contain coded or classified information.

*c. Unauthorized messages.*

(1) No soldier or DA employee will knowingly send or cause to be sent, deliver or cause to be delivered, a forged message. (Additional information is available in ACP 122.)

(2) Messages of a personal nature are forbidden.

## Chapter 3 Use of Telecommunications

### 3-1. General

*a.* Telecommunications consist of the transmission, emission, or reception of signs, signals, writing, images, sounds, or information of any nature by wire, radio, visual, or other electromagnetic system.

*b.* The use of telecommunications will be limited to transacting official business that cannot be handled effectively by other means.

*c.* Consistent with mission requirements, only messages that require delivery within speed-of-service timeframes (para 4-3) and that cannot be accommodated by other means will be sent via telecommunications.

*d.* Information received by telecommunications does not necessarily require a reply by telecommunications. Mail or courier service will be used when its use would not seriously impair the addressee's ability to complete the desired action.

### 3-2. Use of Defense Communications System

The Defense Communications System (DCS) worldwide communications network, AUTODIN, is available to all agencies of the Department of Defense (DOD) and to other Government agencies.

The DCS may be used by friendly foreign nation activities or regional defense organization elements, provided proper agreements have been effected per ACP 121 US SUPP-I.

a. *Appropriated fund activities.* When an agency, activity, or program, such as the Department of Justice, is supported by specifically allocated appropriated funds, an accounting symbol and program designator code (PDC) is assigned to the message. This code fixes accountability for any commercial charges incurred in message handling. A list of accounting symbols/PDCs is published in JANAP 128, Appendix I to Annex C.

b. *Nonappropriated fund activities.* The Army and Air Force Motion Picture Service and Stars and Stripes Europe and Pacific) are nonappropriated fund activities authorized to use the DCS. Messages originated by these activities are assigned an accounting symbol ending with the letter "X." If these messages are directed to civilian recipients and thus require delivery via commercial refile in the continental United States (CONUS), they are refiled "COLLECT" by the refile station.

c. *Accounting symbol NIX.* The accounting symbol "NIX" is used on messages when the nonappropriated fund originator has not been assigned a specific accounting symbol but has been allowed to use the DCS.

d. *United States-operated TCCs.* Army field activities, agents, or representatives wild to the maximum extent possible, use United States-operated TCCs to send and receive messages. Telecommunications service arrangements must be made with the operating activity before the TCC accepts messages. The customer must complete DD Form 577 (Signature Card) to pick up traffic from the TCC. Arrangements should include, but not be limited to

- (1) Customer copy requirements.
- (2) Telephone contact for delivery of high-precedence messages.
- (3) Delivery after duty hours.

### 3-3. Use of commercial communications facilities

a. When representatives of the Army file unclassified messages directly with a commercial company, they will select the least costly transmission method consistent with the message's urgency. Messages will be prepared on the commercial company message form, which will be clearly marked US GOVERNMENT MESSAGE. The originator will certify to the commercial clerk that the message is official business. The name of the sending organization and office symbol, when assigned, will be included as part of the signature.

b. If at all possible, messages requiring delivery via commercial means should be single address or book messages para 6-1). When a multiple address message is refiled with a commercial carrier, the text includes all addressees, which increases the cost of the message.

c. Commercial refile will normally be authorized only for life-threatening or death-related traffic or as authorized by the originating command funding the commercial charges.

### 3-4. Use of mail or courier service

a. Each addressee served by mail or courier will be given a separate copy of a message showing the signature of the releasing official. The writer is responsible for forwarding the message by mail or courier. All plain-language copies of classified messages will be prepared marked, and forwarded per AR 380-5. Envelopes or pouches containing messages forwarded by mail or courier will be addressed in accordance with mail addressing procedures and to the attention of the addressee's office symbol, if known.

b. Messages to be delivered entirely by mail or courier will not be processed by the serving TCC or RT. The releasing office will assign a DTG before delivery by mail or courier.

c. Enclosures to messages delivered by mail or courier are prohibited.

d. Routine messages that qualify for electrical delivery normally will be sent by mail when released on Friday afternoon or on afternoons preceding national holidays. Messages should be mailed only to those addressees reasonably assured of delivery on the next working day.

### 3-5. Address indicating groups

An address indicating group (AIG) is a numerical address designator that represents specific and frequently used combinations of action and information addressees. Its purpose is to reduce the length of message headings, thus decreasing administrative and communications processing time. The AIG address designator is always the TO line on the message form.

a. Procedures for the use of AIGs and specific listings are in ACP 100 US SUPP-I ( ). Activities assigned AIGs should have a copy of that publication.

b. AIGs are useful for messages such as the following:

- (1) Alerts or exercises.
- (2) Emergency storm warnings.
- (3) Logistical reports.
- (4) Intelligence summaries.
- (5) Operation instructions.
- (6) Movement reports.
- (7) Situation reports.

c. Requests for assignment of AIGs must be forwarded through command channels to the Chief, U.S. Army C-E Services Office, Attn: SFIS-FAC-M, Room 9S65, 200 Stovall Street, Alexandria, VA 22332-2200. The request must include the following:

(1) A list of the message addressees the AIG will comprise. An AIG must have 16 or more addressees. The proposed address composition should be reviewed to ensure that message addressees are authorized by DA Pam 25-11.

(2) The purpose and subject of the AIG.

(3) Whether the message addressees are classified.

(4) The cognizant authority of the AIG (h below).

(5) A point of contact for the AIG. Include a commercial and automatic voice network (AUTOVON) number.

(6) An estimate of how often the AIG will be used each month.

(7) Whether anyone besides the cognizant authority will be allowed to use the AIG (m below).

(8) If applicable, a statement that coordination has been obtained with non-DOD telecommunications activities (d below).

d. Message addressees of other nations, international treaty organizations, non-DOD activities, or DOD activities served by non-DOD telecommunications activities normally will not be part of an AIG. The cognizant authority must get prior coordination with the intended addressee.

e. Addressees served by commercial means should not be included in an AIG. If you must include such an addressee, the commercial refile station involved will be informed of its delivery responsibility. The serving TCC will assist in identifying the commercial refile station serving the addressee.

f. Use only Arabic numerals to show AIGs on the addressee line or when cited in the message text (for example, AIG 1234).

g. An AIG must have 16 or more addressees. Avoid using office symbols; they limit the use of AIGs. Do not include geographical locations in the message address for the following:

- (1) Emergency relocation site (ERS).
- (2) Alternate headquarters (ALT HQ).
- (3) Navy afloat or mobile units.
- (4) Task force organization addressees.

h. The cognizant authority is the command or agency assigned an AIG. The TCC serving the cognizant authority may agree to assume administrative management of an AIG.

i. The cognizant authority will notify addressees that an AIG has been established and will state its purpose. This may be accomplished by mail or routine precedence electrical transmission. However, promulgation of an AIG will never be electrically transmitted during MINIMIZE.

j. Members of an AIG will-

(1) Notify the cognizant authority when their message address changes.

(2) Ask the cognizant authority to delete them from an AIG if they no longer want to receive its messages.

k. The first modification to an AIG in each calendar year will be a recapitulation. The recapitulation will always have a subject line consisting of the AIG number followed by slant I (for example,

SUBJ: AIG 8071/1 RECAPITULATION). Any modifications through the year will be numbered sequentially (for example, SUBJ: AIG 8071/2 MODIFICATION). If an additional recapitulation is required during a calendar year due to numerous modifications, the subject will again be AIG 8071/1 RECAPITULATION.

*l.* Addressees will give a copy of AIG composition correspondence to the serving TCC. Both the AIG's addressees and the serving TCC must maintain a current address composition record.

*m.* An AIG may be used only by designated originators. The cognizant authority usually specifies the originators. An originator may list the cognizant authority as an additional action or information addressee (p below).

*n.* Two or more AIGs may be used together to form the desired message address element. If action addressees are changed to information addressees, or vice versa, appropriate instructions must be included in the message text (para 6-4).

*o.* An AIG may not be used in conjunction with a general message title such as all army activities (ALARACT).

*p.* If an AIG does not include all desired addressees, others may be added. Addressees also may be exempted from an individual message. Figure 3-1 shows an addressee added and another deleted by exemption.

*q.* When adding addressees or readdressing messages originally addressed to an AIG, originators must be aware that recipients normally will not know the AIG's composition unless this information is specifically provided. If the originator determines that the recipients need not know the complete composition of the AIGs involved, then the letters ZZC will be included in the Message Handling Instructions block of the DD Form 173 (Joint Messageform) or in the Request block of DA Form 2655 (Message Action Request). All recipients need not know the addressees of all AIGs listed on the original or readdressal headings; they may, however, obtain the address composition from the originator or readdressal authority if essential.

*r.* The initial promulgation, annual recapitulation, or cancellation of any AIG that includes Navy, Marine, and Coast Guard afloat or mobile units as addressees must include CSRF LANT NORFOLK VA and CSRF EASTPAC HONOLULU HI as information addressees only. Include CCRC ALBANY GA only when a commercial refile facility services an AIG addressee. This procedure is in accordance with ACP 100 US SUPP-1, section 7, paragraph 109e.

*s.* The first paragraph of all AIG promulgation's and recapitulations will contain the following statement: "Effective upon receipt (or effective date designated by the cognizant authority), the address composition reflected above, less CSRF LANT NORFOLK VA, CSRF EASTPAC HONOLULU HI, CCRC ALBANY, GA, constitutes the composition of AIG XXXXX." NOTE: Include CCRC ALBANY GA only when a commercial refile facility services the AIG's addressees.

*t.* The C-E Services Office is the Army issuing authority for AIG

numbers, and as such has the authority to withdraw the use of an AIG from an assigned cognizant authority when abuse, noncompliance, or administrative error occurs. All withdrawal notifications would be preceded by a request to the cognizant authority to comply with the C-E Services request. If this request is ignored, the withdrawal notification to Army TCCs would be issued.

### 3-6. Immediate delivery required

*a.* When a message is assigned an IMMEDIATE precedence, the writer must determine whether any of its addressees are served by telecommunications facilities of the Department of State Diplomatic Telecommunications Service (DTS), which may operate on less than a 24-hour schedule. If any of the addressees are served by such facilities, the writer must determine whether these addressees require immediate delivery or whether delivery could be delayed until the station's normal operating hours.

*b.* If immediate delivery is required (IMMDELREQ), the Special Instructions block of DD Form 173 is annotated accordingly for example, "IMMDELREQ-USDAO ROME ITALY" or "IMMDELREQ-ALL ACTION ADDRESSEES." (A specific list of affected addressees in an AIG must be shown in the Special Instructions block, following the abbreviation "IMMDELREQ.") The servicing TCC will include the appropriate operating signal and related data before transmission.

*c.* An immediate message that does not require immediate delivery and is destined for a closed DTS terminal will automatically be held by the serving DTS relay facility until the terminal reopens. DTS terminals normally serve United States Defense Attache Offices (USDAOs), Military Assistance Advisory Groups (MAAGs), military groups, and missions. Message writers should contact the serving TCC to determine whether a DTS facility serves any unfamiliar addressee of an immediate message.

### 3-7. State Department no distribution, exclusive distribution, and limited official use messages

*a.* State Department no distribution (NODIS) and exclusive distribution (EXDIS) messages processed in DOD telecommunications facilities receive the same protection as special category (SPECAT) EXCLUSIVE messages. Army readdressals of messages marked NODIS and EXDIS will be processed in the same manner as SPECAT EXCLUSIVE, except that the text will be marked NODIS or EXDIS instead of SPECAT EXCLUSIVE.

*b.* State Department limited official use (LOU) messages are processed in DOD telecommunications facilities as CONFIDENTIAL. If an LOU message is quoted, the message must be classified at least CONFIDENTIAL. Readdressal requests of LOU messages will be classified CONFIDENTIAL; however, the textual markings of the original message will not be changed.

TO AIG 7406

INFO CDRXVIII ABN CORPS FT BRAGG NC//ABC-C-E//

XMT CDRINSCOM ARLINGTON HALL STA VA

Figure 3-1. Example of a message addressed to an AIG with one addressee added and another exempted

## Chapter 4 Precedence

### 4-1. Use of precedence

Precedence categories indicate the relative order in which a message is processed in the telecommunications system and the speed with

which the message must be handled during internal headquarters processing. Precedence categories indicate to

*a.* The originator, the required speed of delivery to the addressee.

*b.* TCC personnel, the relative order of processing and delivery.

*c.* The addressee, the relative order in which the message should be noted. Precedence has no direct effect on when reply must be

sent or on the precedence to be assigned to that reply. The lowest possible precedence should be used.

#### 4-2. Determination of precedence

The writer is responsible for assigning precedence to a message. Messages sent to both action and information addressees may be processed as dual precedence messages, in which one precedence is assigned for the action addressees and a lower precedence for the information addressees.

#### 4-3. Speed of service

Although varying and sometimes conflicting factors may affect the speed of serving a given message, time objectives are established as a general guide in determining precedence assignments. Table F-1 shows the time objectives. These objectives include overall handling time from the time of filing at the originator's TCC to the time the message is available for delivery at the addressee's TCC. They do not include the time required for internal headquarters processing.

**Table 4-1**  
**Time objectives**

Precedence	Time objective
Routine	6 hours
Priority	3 hours
Immediate	30 minutes
Flash	As fast as possible with an objective of less than 10 minutes
Emergency command precedence	As fast as possible with an objective of less than 3 minutes

#### 4-4. Routine precedence

This precedence will be used for all messages that are not urgent or important enough to require a higher precedence. Messages filed too late for delivery the same day will be delivered at the start of business the following day. Examples of Routine messages include

- a. Messages concerning normal peacetime military operations, programs, and projects.
- b. Messages concerning stabilized tactical operations.
- c. Operational plans concerning projected operations.
- d. Periodic or consolidated intelligence reports.
- e. Troop movement messages, except when time factors dictate use of a higher precedence.
- f. Supply and equipment requisition and movement messages, except when time factors dictate use of a higher precedence.
- g. Administrative, logistic, and personnel matters.

#### 4-5. Priority precedence

This precedence is reserved for messages that require expeditious action by the addressees and/or furnish essential information for conducting operations in progress. Priority is the highest precedence normally authorized for administrative messages. Examples of Priority messages include

- a. Situation reports on front positions where an attack is impending or where fire or air support will soon be placed.
- b. Orders to aircraft formations or units to coincide with ground or naval operations.
- c. Messages concerning immediate movement of ground, naval, and air forces.
- d. Important intelligence and diplomatic messages.

#### 4-6. Immediate precedence

This precedence is reserved for messages relating to situations that affect the security of national and allied forces or populations and for messages that require immediate delivery to the addressees. Examples of Immediate messages include—

- a. Amplifying reports of initial enemy contact.
- b. Reports of unusual major movements of foreign powers' military forces in times of peace or strained relations.

c. Aircraft movement reports, such as requests for news of aircraft in flight, flight plans, or cancellation messages to prevent unnecessary search/rescue action.

d. Messages that report enemy counterattack or request or cancel additional support.

e. Attack orders to commit a force in reserve without delay.

f. Messages concerning logistical support of special weapons essential to sustain operations.

g. Reports of widespread civil disturbances.

h. Reports or warning of grave natural disaster (for example, earthquake, flood, or storm).

i. Requests or directions for distress assistance.

j. Urgent intelligence and diplomatic messages.

k. Civil defense actions concerning the population and its survival.

l. Messages pertaining to safety and protection of special chemicals, weapons, and ammunition.

#### 4-7. Flash precedence

This precedence is reserved for initial enemy contact messages or operational combat messages of extreme urgency. Brevity is mandatory. Examples of Flash messages include—

a. Initial enemy contact reports.

b. Messages recalling or diverting friendly aircraft about to bomb targets unexpectedly occupied by friendly forces.

c. Messages of emergency action taken to prevent conflict between friendly forces.

d. Messages warning of imminent large-scale attacks.

e. Extremely urgent or critical intelligence messages.

#### 4-8. Emergency command precedence

a. In addition to the four basic precedence listed above, a Flash preempt capability known as Emergency Command Precedence (ECP) exists in the AUTODIN system only for certain designated time-sensitive command and control messages (Emergency Action Messages).

(1) ECP messages are identified by the letter "Y" in place of the normal precedence character

(2) ECP messages are sent ahead of all other messages and interrupt lower precedence messages already in processing.

b. Only the national command authority and certain designated commanders of unified and specified commands are allowed to use the ECP capability, and then only for certain selected emergency action command and control messages.

#### 4-9. Authority to release messages

Commanders will ensure that authority to release record communications is held to the minimum required for mission accomplishment. The servicing TCC will not validate or authenticate signatures. Releaser control is the responsibility of major Army commanders, major subordinate commanders, and heads of field operating activities or separate organizations and activities. By promulgating command administrative and regulatory directives, commanders will designate, by rank and position, the authority to release messages per precedence guidelines listed below. Requests to deviate from the provisions of this paragraph will be sent to Chief, U.S. Army C-E Services Office, ATTN: SFIS-FAC-M, Room 9S65, 200 Stovall Street, Alexandria, VA 22332-2200, for approval. Waivers will be implemented only after written approval has been received, except as required or authorized by Army regulation for specific actions.

a. Headquarters, Department of the Army.

(1) Flash and Immediate messages will be released at no lower than directorate level.

(2) Priority messages will be released at no lower than division level.

(3) Routine messages about specific subjects may be released at a lower level, provided adequate instructions and constraints are established.

b. *Commands in CONUS.*

(1) Flash messages will be released only by commanders, deputy

commanders, and chiefs of staff of MACOMs, their major subordinate commands, and personnel they have authorized in writing to hold Flash precedence release authority. The authority to release any information at Flash precedence will be based on the purpose for which such precedence is established per paragraph 4-7.

(2) Immediate messages will be released by commanders, deputy commanders, and chiefs of staff of MACOMs, and by commanders of major subordinate commands, field operating activities, and separate organizations and activities. Commanders of these organizations may delegate this authority in writing to the minimum number of additional positions required for mission accomplishment.

(3) Priority messages will be released by commanders, deputy commanders, chiefs of staff, chiefs and deputies of general and special staff elements, and by the heads of the first organizational divisions within these elements at MACOMs, major subordinate commands, field operating activities, and separate organizations and activities. Comparable organizations that do not have general and special staff elements will be guided accordingly in establishing policies and procedures for releasing Priority messages. Commanders may delegate this authority in writing to additional positions as required for mission accomplishment.

(4) Routine messages will be released by officials specified in (3) above. Commanders may delegate the authority in writing to a lower level, provided constraints are imposed on the subject matters that may be released at the lower level. In addition, commanders will ensure that a post-transmittal review of originated messages is conducted concurrently with the Information Management Support Council's review of traffic per AR 25-7 to ensure compliance with established policies.

c. Overseas commands Variations in commands and their missions make it difficult to establish uniform policy on message release authority. All commanders will, however, issue specific instructions restricting message releasing authority to the minimum required for mission accomplishment. The instructions in a and b above will be used as a guide in determining delegation of release authority.

#### 4-10. Limitations on length

The text of Flash and Immediate messages should be limited to the minimum number of words possible and should not exceed 200 words.

## Chapter 5 General Messages

### 5-1. Scope

This section provides the policy and procedures for using general messages within the DA and provides information about the distribution of joint general messages.

### 5-2. Policy

a. A general message is designed to meet the recurring requirements for disseminating information or instructions to a predetermined wide standard distribution.

b. The origination of general messages within DA is limited to HQDA.

### 5-3. Types of general message titles

A general message title consists of a combination of letters or abbreviations representing a predetermined wide standard distribution. This title serves as the message address in the TO line of a message heading (for example, TO ALARACT) in lieu of listing individual message addresses. The types of general message titles are described below.

a. ALARACT (all Army activities). Originated by HQDA for issuing instructions or information having worldwide Army use.

b. ALFOODACT (all U.S. military, U.S. Coast Guard, and Army

and Air Force Exchange Service activities). Originated by the Defense Logistics Agency for promulgating information concerning recalls and alerts of hazardous food, nonprescription drugs, medical devices, and health and beauty aids.

c. ALMILACT (all U.S. military activities). Originated by the Joint Chiefs of Staff (JCS) to impose MINIMIZE or to issue unclassified instructions or information having worldwide use.

d. ALSVCACT (all Service activities). Originated by the JCS to impose MINIMIZE or to issue classified instructions having worldwide use.

e. EURCOMACT (European Command activities). Originated by the United States Commander in Chief Europe (USCINCEUR) to impose MINIMIZE or to issue instructions or information having USCINCEUR command use.

f. JAFPUB (Joint Armed Forces Publications holders). Originated by the U.S. Military Communications-Electronics Board (USMCEB) to issue corrections and supplements to Joint Army-Navy-Air Force/Allied Communications Publications JANAP/ACPs) requiring wide joint distribution.

g. JANAFPAC (Joint Army-Navy-Air Force Commands Pacific). Originated by the United States Commander in Chief Pacific (USCINCPAC) and addressed to U.S. major commands within the Pacific command on matters of joint interest.

h. LANTCOMACT (Atlantic Command activities). Originated by the United States Commander in Chief Atlantic (USCINCLANT) to impose MINIMIZE or to issue information or instructions requiring wide dissemination to forces and activities in the Atlantic Command geographical area.

i. PACOMACT (Pacific Command activities). Originated by USCINCPAC to impose MINIMIZE or to issue instructions or information having Pacific Command application.

j. USSOCOMACT (U.S. Southern Command activities). Originated by the United States Commander in Chief Southern Command (USCINCSO) to impose MINIMIZE or to issue instructions or information having Southern Command application.

k. ALDODACT (all DOD activities). Originated by the Secretary of Defense for disseminating unclassified information to all DOD activities.

### 5-4. All Army activities messages

a. Administrative control.

(1) Any HQDA agency may draft and release ALARACT general messages. These messages must be released by the agency executive officer or higher level authority.

(2) The USAISC Pentagon Telecommunications Center (PTC) maintains administrative control for release of ALARACT general messages.

b. Classification. ALARACT messages are unclassified. A message will not be processed as an ALARACT if its subject matter requires FOUO markings.

c. Preparation.

(1) An ALARACT message will be prepared in the same manner as a regular message, except that "ALARACT" will always be entered in the message address portion as an action addressee.

(2) An ALARACT message will not be used unless the message is for all the addressees represented by the title. Deletion or exemption of addressees is not permitted. As an expedient, non-Army addressees (for example, USCINCPAC HONOLULU HI, USCINCLANT NORFOLK VA, CNO WASHINGTON DC, or JCS WASHINGTON DC) may be added by entering the authorized message address beneath the general message title in the address portion of the message form.

(3) Each ALARACT message is numbered consecutively, starting with 1 at the beginning of each calendar year. The PTC assigns the number, which consists of the message number, a slant sign, and the last two digits of the calendar year (for example, 1/88). "ALARACT" and the serial number are included in the message text following the word "UNCLAS" (for example, UNCLASALARACT 12/88). This number is used for reference and to ensure that addressees receive all messages.

(4) Instructions governing the assignment of message precedence,

security requirements, and brevity of text for regular messages are also applicable to ALARACT messages.

*d. Suppression or cancellation.*

(1) An ALARACT will remain effective and be retained by all recipients until superseded or cancelled. Each ALARACT writer is responsible for suppression or cancellation using one of the methods described below.

(a) By including a specific terminating date as the final paragraph of each ALARACT message.

(b) By follow-up with a superseding or canceling message.

(2) To ensure that ALARACT general message records are verified for accuracy, the USAISC PTC will prepare a message containing a list of the effective general messages at the beginning of each calendar year and send it as the first general message of the year. Messages canceling ALARACT messages that were addressed to non-Army addressees in accordance with c(2) above must also be addressed to the non-Army addressees.

*e. TCC Including Communications Center) responsibilities.*

(1) Army TCCs serving addressees represented in the ALARACT message title will maintain a file to ensure that each message is received and accounted for in correct numerical sequence.

(2) When an omission (open number) of an ALARACT general message is detected, a copy of the missing message will be obtained from another nearby Army activity. If a copy cannot be obtained from a nearby station, the originating or reintroducing station (distribution authority), as appropriate, will provide a copy.

(3) Requests for correction or retransmission will be limited to the garbled parts of the transmission, that is, groups, lines, pages, or sections. Avoid complete retransmission, especially of long messages.

*f. Distribution.*

(1) ALARACT general messages are distributed to MACOMs and subordinate Army commands, Army component commands, Army elements of regional defense organizations, USDAOs, MAAGs, military groups, missions, HQDA agencies, and all other activities listed in the Directory and Station List of the U.S. Army, except Army National Guard (ARNG) and U.S. Army Reserve (USAR) units. While all ALARACT general messages are sent as action addresses, it is the recipients' responsibility to determine what action, if any, needs to be taken. Addressees not under the originator's jurisdiction, for example, USCINCEUR or USCINCSO, receive copies purely for information. Delivery normally will be by mail to activities not served by DOD, any U.S. Government agency, or allied communications facilities. If delivery by rapid means to these addressees is authorized, a message will not contain the operating signal ZEO in its transmission instruction portion.

(2) The originating TCC will make initial distribution by collective routing indicator direct to all Army AUTODIN tributaries and others as indicated by the writer. The PTC automatically includes the operating signals ZOC and ZEO in the transmission instructions. ZEO is omitted when the writer specifies in the Special Instructions block of DD Form 173 that delivery by rapid means is required.

(a) ZOC instructs stations called to relay the message to addressees for whom they are responsible.

(b) ZEO instructs stations to transmit the message by rapid means when no charges are involved and to all others by mail.

(3) Distribution authorities (para 5-7) are responsible for further distribution of ALARACT general messages, as necessary, to ensure receipt by all Army activities within assigned areas of responsibility, as shown below. These authorities will maintain a fixed routing guide for ALARACT general messages.

(a) Reroute and reintroduce general messages into AUTODIN for Navy and/or Air Force terminals, U.S. Government agency networks, or appropriate allied networks.

(b) Reroute general messages to appropriate joint commercial refite station(s) in accordance with ACP 117 CAN-US SUPP-I, appendix, chart 6, for delivery by commercial means when authorized.

(c) Mail to addressees not served by one of the networks listed in (b) above.

(4) Transmission instructions will be used on reroute actions listed in (3)(b) and (c) above.

(5) USDAOs, MAAGs, missions, and military groups will normally receive copies by mail Tom DA. When the writer determines that delivery by rapid means is absolutely essential, the writer will so specify in the Special Instructions block of DD Form 173. The writer will also indicate this in the message text's internal instructions.

(6) ALARACT messages may require delivery to ARNG and USAR units. The Chief, National Guard Bureau, and Chief, Army Reserve, will determine whether an ALARACT message requires delivery and will deliver it by mail or rapid means as appropriate.

(7) Heads of HQDA agencies and their field operating activities and major Army commanders are responsible for providing appropriate updates (additions, deletions, and changes) concerning subordinate organizations to the area distribution authorities and to Chief, U.S. Army C-E Services Office, ATTN: SFIS-FAC-M, Room 9S65, 200 Stovall Street, Alexandria, VA 22332-2200.

(8) Army organizations at locations not listed in paragraph 5-7 will arrange to receive ALARACT messages with their parent command or with the area distribution authority.

### **5-5. Telecommunications Center (including Communications Center) responsibilities for joint general message series**

The provisions pertaining to ALARACT messages for accountability, obtaining missing sequentially numbered messages within a given series, requests for correction, and retransmissions are applicable. Requests for corrections, retransmissions, or notification of open numbers, however, will be forwarded to the connected AUTODIN switching center.

### **5-6. Distribution of joint general messages**

Joint general messages will be distributed as shown below.

*a. ALFOODACT.* Distributed to Army activities per ALARACT instructions and procedures. Rerouting to DTS, U.S. Navy (USN), or Air Force (AF) terminals for delivery to Army over-the-counter subscribers is not required.

*b. ALMILACT.* Distributed to all Army activities worldwide per ALARACT instructions and procedures. Rerouting to USN, AF, or DTS terminals is not required. Army area distribution authorities normally will protect delivery by mail for addressees served by commercial means, which may be used when authorized.

*c. ALSVCACT.* Distributed to all Army activities worldwide per ALARACT instructions and procedures. Rerouting to USN, AF, or DTS terminals is not required. Army area distribution authorities normally will protect delivery by mail for addressees not served by secure means.

*d. EURCOMACT.* Distributed to all Army activities in USCINCEUR's general geographical area of control (ACP 121 US SUP-P-I). Rerouting to USN or AF terminals is not required. The appropriate distribution authority normally will protect delivery by mail for addressees not served by secure means. Commercial means may be used when authorized.

*e. JAFPUB.* Distributed to all Army holders of JANAP/ACPs. Rerouting to USN, AF, or DTS terminals is not required. Army area distribution authorities normally will protect delivery by mail for addressees not served by secure means.

*f. JANAFFPAC.* Distributed to specific action and information addressees. Redistribution is at the discretion of the receiving U.S. major commands.

*g. LANTCOMACT.* Distributed to the headquarters of US-CIN-CLANT subordinates for action. Commander in Chief, Army Forces, Atlantic, is responsible for redistributing to subordinate activities and others as required. The Army Chief of Staff is included as an information addressee.

*h. PACOMACT.* Distributed to all Army activities in US-CINCPAC's general geographical area of control. Rerouting to USN or AF terminals is not required. The appropriate Army area distribution authority normally will protect delivery by mail for addressees

not served by secure means. Commercial means may be used when authorized.

i. *USSOCOMACT*. Distributed to all Army activities located within USCINCSO's general geographical area of control. Rerouting to USN or AF terminals is not required. The appropriate Army area distribution authority normally will protect delivery by mail for addressees not served by secure means. Commercial means may be used when authorized.

j. *ALDODACT*. Distributed to all Army activities worldwide per ALARACT instructions and procedures. Rerouting to USN, AF, or DTS terminals is not required. Army area distribution authorities normally will protect delivery by mail for addressees not served by secure means. Commercial means may be used when authorized.

## 5-7. Area distribution authorities

Table 5-1 lists area distribution authorities and their assigned areas of responsibility.

**Table 5-1**

### **Area distribution authorities and their assigned areas of responsibility**

**Distribution authority:** CDR5THSIGCOMD WORMS GE

**Area of responsibilities:** Belgium, Denmark, Ethiopia, France, Germany, Great Britain, Greece, Iceland, India, Israel, Italy, Liberia, Morocco, Netherlands, Norway, Pakistan, Portugal, Saudi Arabia, Spain, Tunisia, Turkey, Zaire.

**Distribution authority:** CDRUSAISC Hi FT SHAFTER Hi

**Area of responsibilities:** Australia, Guam, Hawaii, Japan, Johnston Atoll, New Zealand, Philippines, Republic of Korea, Thailand.

**Distribution authority:** CDRUSAISC PAN COROZAL PM

**Area of responsibilities:** Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.

**Distribution authority:** CDRUSAISC AK FT RICHARDSON AK

**Area of responsibilities:** Alaska.

**Distribution authority:** DIRUSAISC FT MCCOY WI

**Area of responsibilities:** Iowa, Michigan (all counties in upper peninsula), Minnesota, Wisconsin.

**Distribution authority:** CDRUSAISC ST LOUIS MO

**Area of responsibilities:** Illinois (St. Clair, Madison, and Monroe Counties), Missouri (City of St. Louis; St. Louis, St. Charles, Jefferson, and Franklin Counties).

**Distribution authority:** CDRUSAISC FT BELVOIR VA

**Area of responsibilities:** National Capital Region, Maryland (Charles and St. Marys Counties), Virginia (Rockingham, Shenandoah, Page, Warren, Fauquier, Rappahannock, Madison, Greene, Culpeper, Stafford, Orange, Spotsylvania, Prince William, Fairfax; Arlington, Westmoreland, Richmond, Lancaster, Northumberland, and Albemarle Counties), West Virginia (Pendleton, Hardy, and Grant Counties).

**Distribution authority:** CDRUSAISC FT BENJAMIN HARRISON IN

**Area of responsibilities:** Illinois (Fulton, Tazewell, McLean, Ford, Iroquois, Vermilion, Champaign, Piatt, Dewitt, Macon, Logan, Mason, Menard, Sangamon Christian, Shelby, Moultrie, Douglas, Coles, Edgar, Clark, Cumberland, Effingham, Jasper, Crawford, Lawrence, Richland, Wabash, and Edwards Counties), Indiana (all counties except those listed under Ft Sheridan, IL).

**Distribution authority:** CDRUSAISC FT BENNING GA

**Area of responsibilities:** Alabama (Coosa, Elmore, Montgomery, Bullock, Macon, Tallapoosa, Chambers, Lee, and Russell Counties), Florida (Gadsden, Leon, Jefferson, Madison, Hamilton, Columbia, Gilchrist, Dixie, Lafayette, Suwannee, Taylor, Wakulla, Liberty, and Franklin Counties), Georgia (Troup, Meriwether, Pike, Lamar, Monroe, Jones, Twiggs, Bibb, Crawford, Upson, Taylor, Talbot, Harris, Muscogee, Chattahoochee, Marion, Schley, Macon, Peach, Houston, Bleckley, Dodge, Pulaski, Wilcox, Crisp, Dooly, Sumter, Webster, Stewart, Quitman, Randolph, Terrell, Lee, Worth, Turner, Ben Hill, Irwin, Tift, Berrien, Cook, Colquitt, Mitchell, Baker, Early, Miller, Calhoun, Dougherty, Clay, Seminole, Decatur, Grady, Thomas, Brooks, Lowndes, Echols, and Clinch Counties).

**Table 5-1**

### **Area distribution authorities and their assigned areas of responsibility—Continued**

**Distribution authority:** CDRUSAISC FT BLISS TX

**Area of responsibilities:** New Mexico, Texas (El Paso, Hudspeth, Loving, Winkler, Ward, Reeves, Pecos, Jeff Davis, Terrell, Brewster, and Presidio Counties).

**Distribution authority:** CDRUSAISC FT BRAGG NC

**Area of responsibilities:** North Carolina.

**Distribution authority:** CDRUSAISC FT BUCHANAN PR

**Area of responsibilities:** Puerto Rico.

**Distribution authority:** CDRUSAISC FT CAMPBELL KY

**Area of responsibilities:** Kentucky (Davies, Ohio, Butler, Simpson, Logan, Muhlenburg, McLean, Hopkins, Henderson, Union, Webster, Crittenden, Trigg, Lyon, Livingston, Marshall, Calloway, Graves, McCracken, Ballard, Carlisle, Hickman, and Fulton Counties), Tennessee.

**Distribution authority:** CDRUSAISC FT CARSON CO

**Area of responsibilities:** Colorado, North Dakota, South Dakota, Wyoming.

**Distribution authority:** CDRUSAISC FT DEVENS MA

**Area of responsibilities:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

**Distribution authority:** CDRUSAISC FT DIX NJ

**Area of responsibilities:** New Jersey, New York (New York City, Delaware, Greene, Columbia, Sullivan, Ulster, Dutchess, Orange, Rockland, Putnam, Westchester, Bronx, Nassau, Suffolk, Queens, Kings, and Richmond Counties).

**Distribution authority:** CDRUSAISC FT DRUM NY

**Area of responsibilities:** New York (all counties except those listed under Ft Dix, NJ).

**Distribution authority:** CDRUSAISC FT EUSTIS VA

**Area of responsibilities:** Virginia (Gloucester, James City, York; Closed City Counties of Hampton, Newport News, Portsmouth, Norfolk, Chesapeake, and Virginia Beach; Middlesex, Mathews, Nansemond, Southampton, and Isle of Wight Counties).

**Distribution authority:** CDRUSAISC FT GORDON GA

**Area of responsibilities:** Georgia (Stephens, Franklin, Banks, Hart, Madison, Jackson, Clarke, Oconee, Oglethorpe, Elbert, Lincoln, Wilkes, Greene, Taliaferro, Putnam, Morgan, Baldwin, Hancock, Warren, McDuffie, Columbia, Richmond, Burke, Emanuel, Jenkins, Screven, Jefferson, Glascock, Wilkinson, Washington, Johnson, and Laurens Counties), South Carolina (Oconee, Pickens, Greenville, Spartanburg, Laurens, Abbeville, Anderson, Greenwood, McCormick, Edgefield, Saluda, Aiken, Barnwell, Allendale, and Hampton Counties).

**Distribution authority:** CDRUSAISC FT HOOD TX

**Area of responsibilities:** Texas (all counties east of Winkler, Ward, Pecos, and the northern half of Terrell; north of Vat Verde, Edwards, Kerr, Gillespie, Blanco, Travis, Lee, Fayette, Austin, Wailer; and east of Harris, Galveston, and New Mexico state border).

**Distribution authority:** CDRUSAISC AGENCY FT HUACHUCA AZ

**Area of responsibilities:** Arizona.

**Distribution authority:** CDRUSAISC FT INDIANTOWN GAP PA

**Area of responsibilities:** Pennsylvania, West Virginia (all counties except those listed under Ft Belvoir, VA, and Ft Meade, MD).

**Distribution authority:** CDRUSAISC FT JACKSON SC

**Area of responsibilities:** South Carolina (Cherokee, York, Union, Chester, Lancaster, Chesterfield, Marlboro, Dillon, Darlington, Kershaw, Fairfield, Newberry, Lexington, Richland, Sumter, Lee, Florence, Marion, Horry, Georgetown, Williamsburg, Clarendon, Calhoun, Orangeburg, Bamberg, Colleton, Dorchester, Charleston, and Berkeley Counties).

**Distribution authority:** CDRUSAISC FT KNOX KY

**Area of responsibilities:** Kentucky (all counties except those listed under Ft Campbell, KY), Ohio.

**Distribution authority:** CDRUSAISC FT LEAVENWORTH KS

**Table 5-1****Area distribution authorities and their assigned areas of responsibility—Continued**

**Area of responsibilities:** Kansas (Marshall, Nemaha, Brown, Doniphan, Atchison, Jackson, Jefferson, Leavenworth, Wyandotte, Douglas, and Jackson Counties), Missouri (Atchison, Nodaway, Worth, Harrison, Mercer, Putnam, Sullivan, Grundy, Daviess, Gentry, DeKalb, Andrew, Holt, Buchanan, Clinton, Caldwell, Livingston, Lion, Chariton, Carroll, Ray, Clay, Platte, Jackson, Lafayette, and Saline Counties).

**Distribution authority:** CDRUSAISC FT LEE VA

**Area of responsibilities:** Virginia (all counties except those listed under Ft Belvoir, VA; Ft Eustis, VA; and Ft Meade, MD).

**Distribution authority:** CDRUSAISC FT LEONARD WOOD MO

**Area of responsibilities:** Illinois (Hancock, McDonough, Schuyler, Adams, Brown, Morgan, Scott, Pike, Calhoun, Green, Jersey, Macoupin, Montgomery, Fayette, Bond, Clinton, Marion, Clay, Washington, Jefferson, Wayne, White, Hamilton, Franklin, Perry, Jackson, Williamson, Saline, Gallatin, Hardin, Pope, Massac, Pulaski, Union, Alexander, and Johnson Counties), Missouri (all counties except those listed under Ft Leavenworth, KS).

**Distribution authority:** CDRUSAISC FT LEWIS WA

**Area of responsibilities:** Idaho, Montana, Oregon, Utah, Washington.

**Distribution authority:** CDRUSAISC FT MCPHERSON GA

**Area of responsibilities:** Georgia (Dade, Walker, Catsosa, Whiffield, Murray, Fannin, Union, Rabun, Habersham, White, Lumpkin, Gilmer, Gordon, Chattooga, Floyd, Bartow, Pickens, Dawson, Cherokee, Forsyth Hall, Barrow, Gwinnett, Walton, Rockdale, De Kalb, Fulton, Cobb, Iautding, Polk, Haralson, Carroll, Douglas, Heard, Coweta, Fayette, Spalding, Butts, Clayton, Henry, Newton, and Jasper Counties).

**Distribution authority:** CDRUSAISC FT MCCLELLAN AL

**Area of responsibilities:** Alabama (Landerdale, Limestone, Madison, Jackson, DeKalb, Cherokee, Etowah, Marshall, Morgan, Lawrence, Colbert, Franklin, Marion, Winston, Cullman, Blount, Calhoun, Cleburne, Randolph, Clay, Talladega, St. Clair, Shelby, Jefferson, Walker, Fayette, Lamar, Pickens, and Tuscaloosa Counties), Mississippi (Issaquena, Sharkey, Humphreys, Holmes, Attala, Winston, Noxubee, Lowndes, Oktibbeha, Choctaw, Montgomery, Carrot Leflore, Sunflower, Washington, Bolivar, Coahoma, Quitman, Tallahatchie, Grenada, Webster, Clay, Monroe, Chickasaw, Calhoun, Yalobusha, Tunica, Tate, DeSoto, Marshall, Benton, Tippah, Alcorn, Tishomingo, Itawamba, Lee, Prentiss, Union, Panola, Lafayette, and Pontotoc Counties).

**Distribution authority:** CDRUSAISC FT GEORGE G MEADE MD

**Area of responsibilities:** Delaware.

**Distribution authority:** CDR FT MEADE MD

**Area of responsibilities:** Maryland (all counties except St. Marys and Charles), Virginia (Accomack, Northampton, Frederick, Clarke, and Loudoun Counties), West Virginia (Mineral, Hampshire, Morgan, Berkeley, and Jefferson Counties).

**Distribution authority:** CDRUSAISC FT MONROE VA

**Area of responsibilities:** Virginia (Ft Monroe).

**Distribution authority:** CDRUSAISC FT ORD CA

**Area of responsibilities:** California (Santa Barbara, Ventura, Los Angeles, Orange, San Bernardino, Riverside, San Diego, Imperial, Mariposa, Madera, Merced, Fresno, San Benito, Monterey, Tulare, Kings, San Luis Obispo, and Kern Counties).

**Distribution authority:** CDRUSAISC PSF SAN FRANCISCO CA

**Area of responsibilities:** California (all counties except those listed under Fort Ord, CA), Nevada.

**Distribution authority:** DIRUSAISC FT RILEY KS

**Area of responsibilities:** Kansas (all counties except those listed under Ft Leavenworth, KS), Nebraska.

**Distribution authority:** CDR FT RITCHIE MD

**Area of responsibilities:** Maryland (Ft Ritchie).

**Distribution authority:** CDRUSAISC FT RUCKER AL

**Area of responsibilities:** Alabama (Sumter, Greene, Hale, Bibb, Chilton, Autuga, Dallas, Perry, Marengo, Choctaw, Clarke, Wikoxf Lowndes, Butler, Monroe, Conecuh, Crenshaw, Pike, Barbour, Henry, Houston, Genevay Dale, Coffee, Covington, Escambia, Baldwin, Mobile,

**Table 5-1****Area distribution authorities and their assigned areas of responsibility—Continued**

and Washington Counties), Florida (Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Jackson, Bay, Calhoun, and Gulf Counties), Mississippi (Yazoo, Madison, Leake, Neshoba, Kemper, Lauderdale Newton, Scott, Rankin, Hinds, Warren, Claiborne, Jefferson Copiah, Simpson, Jasper, Clarke, Wayne, Jones, Covington, Jefferson Davis, Lawrence, Lincoln, Franklin, Adams, Wilkinson, Amite Pike, Walthall, Marion, Lamar, Forrest, Perry, Greene, George Stone, Pearl River, Hancock, Harrison, and Jackson Counties).

**Distribution authority:** CDRUSAISC FT SAM HOUSTON TX

**Area of responsibilities:** Texas (all counties of Crockett, Sutton, Kimble, Masonj Llano, Burnet, Williamson, Burleson, Washington, Grimes, and Montgomery; west of Liberty and Chambers Counties; and boundary on the west at south half of Terrell County and the Mexican border).

**Distribution authority:** CDRUSAISC FT SHERIDAN IL

**Area of responsibilities:** Illinois (Lake, McHenry, Boone, Winnebago, Stephenson, Jo Daviess, Carroll, Ogle, DeKalb, Kane Du Page, Cook, Will, Kendall, La Salle, Lee, Whiteside, Rock Island, Mercer, Henry, Bureau, Putnam, Kankakee, Livingston, Woodford, Peoria, Marshall, Stark, Knox, Warren, and Henderson Counties), Indiana (Lake, Porter, La Porte, St Joseph, and Elkhart Counties), Michigan (all counties in lower-peninsula).

**Distribution authority:** CDRUSAISC FT SILL OK

**Area of responsibilities:** Arkansas, Oklahoma.

**Distribution authority:** CDRUSAISC FT POLK LA

**Area of responsibilities:** Louisiana.

**Distribution authority:** CDRUSAISC FT STEWART GA

**Area of responsibilities:** Florida (all counties except those listed under Ft Benning, GA), Georgia (Effingham, Chatham, Bulloch, Bryan, Liberty, Evans, Candler, Treutlen, Montgomery, Toombs, Tattnall, Long, McIntosh, Glynn, Wayne, Appling, Jeff Davis, Wheeler, Telfair, Coffee, Bacon, Pierce, Brantley, Camden, Chariton, Ware, and Atkinson Counties).

## Chapter 6

### Drafting Messages

#### 6-1. Types of messages

Classified and unclassified narrative messages are prepared on DD Form 173 or on plain bond paper in single address, multiple address, book, or general message form as described below. They are typed in upper case letters. A sample outgoing message is at figure 7-1.

*a. Single address.* A single address message has only one message address.

*b. Multiple address.* A multiple address message has two or more message addresses, and the writer is aware that each addressee must know of all other recipients.

*c. Book.* A book message is used when it is not mandatory that each addressee know who the other recipients are.

*d. General.* A general message is designed to meet the need to issue information or instructions to a wide standard distribution. For detailed information about general messages, see chapter 5.

*e. Deliver as a single address message.* The single address delivery procedure was set up to prevent multiple address messages involving contractor bids or negotiations from being received by each commercial addressee, as this would reveal the identity of the other commercial addressees. Message writers will indicate this special handling requirement by inserting the phrase "Deliver as a single address message" in the Special Instructions block of DD Form 173 (para 7-5k).

## 6-2. FROM, TO, INFO, and XMT fines

The same message address will not appear more than once as the originator and/or an addressee in the message heading. Geographical locations are required on all U.S. message addresses except for Navy afloat or mobile units, Army tactical message addresses, ALT HQs, and ERSs. Army, Air, or Navy post office numbers or coded distribution lists will not be used as part of the originator or addressee message address.

*a. Office symbols.* Office symbols, when known, are required for each Army message addressee. Office symbols will be used with the message address of both the originating and receiving Army activities. Office symbols will be separated from the message address, without a space, by a double slant (/). When a message is intended for more than one office symbol at a specific message address, the message address will be listed once, followed by all appropriate office symbols. Each office symbol will be separated, without a space, by a single slant (/). The first office symbol will be the action office or the office that has primary interest in the message. The use of office symbols is mandatory for those addressees served by special purpose computers, for example, AMME/ RT. (See DA Pam 25-11, table 3.)

*b. FROM line.*

(1) When the message is to a noncommercial addressee, the FROM line will consist of the command title, location as shown in DA Pam 25-11, and one office symbol. Examples are as follows:

(a) FROM DA WASHINGTON DC//SAIS-PS//.

(b) FROM CDRAMC ALEXANDRIA VA//AMCEE-C//.

(c) FROM CDRUSAONE FT MEADE MD// AFKA-OI-PC//.

(2) When the message is to a commercial addressee, the FROM line should be spelled out completely. Commercial addressees are not familiar with Army abbreviations. Examples are as follows:

(a) FROM COMMANDER UNITED STATES ARMY MATERIAL COMMAND ALEXANDRIA VA.

(b) FROM COMMANDER UNITED STATES ARMY INFORMATION SYSTEMS COMMAND FORT HUACHUCA AZ.

(c) FROM CHIEF OF LEGISLATIVE LIAISON DEPARTMENT OF THE ARMY WASHINGTON DC.

*c. TO line.*

(1) In most cases, Army message addresses will be to the commander of the command, installation, or agency for whom the message is intended. Commandant, director, or chief may be used as listed in DA Pam 25-11. The only abbreviations that may be used in the message address are those authorized by DA Pam 25-11. The activity/unit portion of the message address normally will not contain spaces. Spaces will be used only when necessary for clarity. The office symbol, if known, will follow the message address. All messages for personnel of a command will be addressed to the commander, commandant, director, or chief, and will contain proper internal delivery instructions (para 6-4e).

(2) Message addresses are listed in DA Pam 25-11. The message address for any Army addressee not listed in DA Pam 25-11 will be spelled out completely to assist in routing.

(3) When a message requires delivery via a commercial company, names of cities will be spelled out in full and States abbreviated as shown in DA Pam 25-11. For example: TO SMITH BROS. INC. DODGE BLDG 1125 N. STATE ST CHICAGO IL 60610

(4) Information such as "ATTN MAJ BROWN," "FOR COL SMITH," or personal names in lieu of office symbols will not be added to the message address portion of the message form. When such information is required, it will be included in the internal instructions of the text.

(5) When a message is to be sent to some or all addressees by nontelecommunications, the letters ZEN will precede those message addresses. For example: TO ZEN CDRUSASCH FT SHAFTER HI/HCEE-SB//.

(6) Messages may be sent to all addressees for action, information, or a combination of both. All action addressees are listed first, followed by information addressees.

*d. INFO line.* This line is prepared in the same manner as the TO line.

*e. XMT line.* This line is prepared in the same manner as the TO and INFO lines, except that office symbols need not be included. "XMT" must precede the first message address exempted from the AIG.

## 6-3. DATE-TIME group

*a.* The DTG shows the time the message was processed by the releaser. It will be expressed in date/time (ZULU)/month/year.

*b.* The DTG is placed in the DATE/TIME, MONTH, and YR spaces of DD Form 173 (fig 7-1, item 3, 4, and 5) at the time of release.

*c.* The DTG will be assigned by the message releaser. The same DTG will not be assigned to more than one message with the same office symbol in the FROM line.

## 6-4. Text

The message text consists of internal message instructions and the body. The correct sequence for the text is as follows:

*a.* Security classification or the word UNCLAS (para 6-5).

*b.* Special handling designations, if used to indicate requirements for controlled handling by individuals who have been either specially cleared or authorized access to the message contents. Limited distribution (LIMDIS), NODIS, and EXDIS messages are included in this sequence of text (paras 6-7 through 6-12).

*c.* Releasability statements or appropriate regional defense organization security classification statement, if required (paras 6-14 and 6-15).

*d.* Subject indicator code (SIC) assigned for the North Atlantic Treaty Organization (NATO) Subject Indicator System (NASIS) or Delivery Distribution Indicator (DDI), if used (para 6-19).

*e.* Special delivery instructions, if used; for example, FROM, PASS TO \_\_\_\_\_, PERSONAL FOR (paras 6-2, 6-12, and 6-20).

*f.* Exercise name, if used (para 6-47).

*g.* Subject (para 6-23).

*h.* References, if used (para 6-25).

*i.* Body of text.

## 6-5. Classification

The writer is responsible for determining the proper security classification for each message per AR 380-5. A message should be unclassified if its text is unclassified. A security classification will have a space between each letter (fig 7-1). Examples are as follows:

*a.* TOPSECRET.

*b.* CONFIDENTIAL.

## 6-6. For Official Use Only

FOUO messages contain unclassified information requiring protection under the provisions of AR 25-55. FOUO messages marked as such may be filed or refiled with a domestic commercial carrier if the addressee is in the United States. Commercial file or refile of FOUO messages with an international or foreign carrier is prohibited. Instructions for removing the FOUO protective markings are in AR 25-55.

## 6-7. Special handling designations

*a.* Certain types of messages require special handling in addition to that provided by the security classification. Also, messages associated with certain projects or subjects require limited distribution. TCC personnel are authorized to handle these messages in accordance with the message security classification. Care should be taken when assigning special handling designations. The limitations imposed on distribution could hinder proper staffing for implementing operational actions.

*b.* Special handling designations fall under two general descriptions:

(1) SPECAT and LIMDIS.

(2) Messages that require special handling but are not solely U.S. designations, for example, US/. EYES ONLY, ATOMAL, CRYPTOSEcurity, OR EXCLUSIVE.

## 6-8. Special Category messages

SPECAT messages are classified messages about specific projects or subjects that require special handling procedures in addition to those required by the security classification. The special handling procedures ensure that the message is handled and viewed only by properly cleared and authorized personnel. ACP 121 US SUPP-I (C), paragraph 350, applies.

*a.* SPECAT is applied to the following types of messages:

(1) Single Integrated Operational Plan—Extremely Sensitive Information (S IOP-ES I).

(2) Messages associated with a code word or short title acronym that has been approved for the SPECAT designation.

(3) EXCLUSIVE messages that are not addressed to a NATO or Allied addressee.

*b.* Other types of messages may be approved for the SPECAT designation if they meet the general criterion and the following conditions.

(1) Special handling is a continuing requirement and is associated with a long-term project (6 months or more).

(2) The project or subject has worldwide application.

*c.* Submit recommendations for changes to the types of messages that require the SPECAT designation, listed in a above, through command channels to Chief, U.S. Army C-E Services Office, SFIS-FAC-M, Room 9S65, 200 Stovall Street, Alexandria, VA 22332-2200.

*d.* When classified messages not listed in a above require special handling, the command responsible for the subject or project must inform all activities involved of the special handling requirement. The activities are then responsible for informing the servicing TCCs.

*e.* SPECAT messages will have the designation “SPECAT” and code word, acronym, or EXCLUSIVE inserted after the security classification on the first line of text as shown in figure 6-1.

## 6-9. Single Integrated Operational Plan Extremely Sensitive Information messages

SIOP-ESI messages must be prepared per the implementing directives of the interested community.

## 6-10. Limited distribution

LIMDIS messages are classified messages about specific projects or subjects that must receive limited distribution. A LIMDIS message may be handled by TCC personnel in accordance with the message’s security classification.

*a.* The designation “LIMDIS” will be inserted immediately after the security classification and will be followed by the project or subject name as shown in figure 6-2.

*b.* Since SPECAT messages include LIMDIS special handling procedures, the designation “LIMDIS” will not be used on SPE-CAT messages.

## 6-11. SPECAT EXCLUSIVE messages

*a.* When it is important that a message not be distributed until after it has been seen by the individuals to whom it is addressed by name, the writer will use the designation SPECAT EXCLUSIVE. Copies of SPECAT EXCLUSIVE messages will be furnished only to the persons named by the originator or allowed by the addressee to receive them. The originator and recipient of a SPECAT EXCLUSIVE message may prescribe further distribution. EXCLUSIVE messages addressed only to U.S. message addresses will be designated SPECAT and must be classified. SPECAT EXCLUSIVE messages will be handled only by personnel specifically named by the commander. SPECAT EXCLUSIVE will be included in the first line of text after the security classification as shown in figure 6-3.

*b.* The designation “SPECAT EXCLUSIVE FOR” will not be used to issue information about operational matters. A message including “SPECAT EXCLUSIVE FOR” will not be readdressed.

## 6-12. PERSONAL FOR messages

*a.* PERSONAL FOR messages are those the originator believes require restricted distribution.

*b.* PERSONAL FOR messages may be classified or unclassified. The message will be marked “PERSONAL FOR” a person by name, for example: UNCLAS PERSONAL FOR MG WILLIAMS. The name of the originator may also be included.

*c.* PERSONAL FOR messages enable users to send private messages to or from locations without SSO facilities.

*d.* General officers and DA civilians of equivalent rank are allowed to send PERSONAL FOR messages. Those below general officer rank or civilian equal may do so only when empowered by the Chief of Staff, Army, or the Director of the Army Staff (DAS).

*e.* PERSONAL FOR messages are processed in the same manner as SPECAT EXCLUSIVE messages. Distribution is solely to the designated recipient or person authorized by the recipient to receive such messages. Additional distribution may be made only as directed by the recipient.

*f.* PERSONAL FOR messages will not be used for operational matters.

*g.* PERSONAL FOR messages will not be readdressed unless the originator provides specific readdressal instructions in the text of the message.

## 6-13. EYES ONLY messages

See chapter 14 for specific guidance.

## 6-14. Intelligence community designations

*a.* The control markings in (I) through (5) below may be used, together or separately, on messages containing classified intelligence information. Do not use the not releasable to foreign nationals (NOFORN) and releasable to (REL) control markings together at the beginning of the message text; the two terms are mutually exclusive. If any portion of a message can be released to one or more countries, put the REL (country) control marking at the beginning of the text, and mark the releasable paragraphs in the body of the message. If the entire message cannot be released to any foreign country, put the NOFORN control marking at the beginning of the text.

(1) Warning Notice Intelligence Sources or Methods Involved (WNINTEL). Classified intelligence so marked shall not be disseminated in any manner outside authorized channels without the permission of the originator and an assessment by the disseminating agency’s senior intelligence officer of the potential risk to intelligence sources or methods. The WNINTEL control marking will appear at the beginning of the message text after the security classification. WNINTEL or its abbreviation, WN, will be used to mark paragraphs.

(2) Dissemination and Extraction of Information Controlled by Originator (ORCON). Information so marked may not be disseminated beyond headquarters elements of the recipient organizations. This information may not be incorporated, in whole or in part, into other reports or briefings without the advance permission of, and under conditions specified by, the originator. The OR-CON control marking will appear at the beginning of the message text after the security classification. ORCON or its abbreviation, OC, will be used to mark paragraphs.

(3) Not Releasable to Contractors/Consultants (NO CONTRACT). Information so marked shall not be disseminated in any form to an individual, organization, or foreign government that has actual or potential interests in competition with the source of the information without permission of the originator. The NO CONTRACT control marking will appear at the beginning of the message text after the security classification. NO CONTRACT or its abbreviation, NC, will be used to mark paragraphs.

(4) Caution Proprietary Information Involved (PROPIN). Information so marked shall not be disseminated in any form to an individual, organization, or foreign government that has actual or potential interests in competition with the source of information without permission of the originator. PROPIN may also be used on unclassified intelligence information. The PROPIN control marking

will appear at the beginning of the message text after the security classification. PROPIN or its abbreviation, PR, will be used to mark paragraphs.

(5) Not Releasable to Foreign Nationals (NOFORN). Information so marked is not releasable to foreign governments, foreign nationals, or non-US citizens without permission of the originator. The NOFORN control marking will appear at the beginning of the message text after the security classification. NOFORN or its abbreviation, NF, will be used to mark paragraphs.

b. These markings may not be used except to control the dissemination of intelligence information.

#### **6-15. Releasability statements**

Neither unclassified nor classified information will be given or released to foreign nationals or governments without proper authorization per the National Disclosure Policy as prescribed in AR 380-10.

a. Releasability statements are

(1) Not required for classified messages to a foreign addressee when the releasing official has been authorized to release the information to the addressed foreign organization.

(2) Required in the internal instructions of a U.S. national classified message when the originator authorizes the U.S. addressee to release the information to a specific foreign organization. This authorization normally is given in a PASS TO instruction in the text.

b. NATO member nations, except the United Kingdom and Canada, are connected with U.S. military communications networks only through circuits or facilities of the NATO communications networks. Only messages bearing special handling designations, such as EYES ONLY, are protected by off-line encryption prior to entry into the NATO network. Messages bearing the NATO special handling designations ATOMAL, CRYPTOSECURITY, and EXCLUSIVE are all subject to viewing by any member nation.

c. Member nations served by the NATO network are as follows:

- (1) Belgium.
- (2) Denmark.
- (3) France.
- (4) Germany, Federal Republic of.
- (5) Greece.
- (6) Iceland.
- (7) Italy.
- (8) Luxembourg.
- (9) The Netherlands
- (10) Norway.
- (11) Portugal.
- (12) Spain.
- (13) Turkey.

#### **6-16. Restricted Data messages**

Messages containing Restricted Data (RESDAT) information, or information that was formerly RESDAT, will include the marking RESDAT or FORMERLY RESDAT after the security classification on line 1 of the text. See figure 6-4 for examples.

#### **6-17. Encrypt For Transmission Only**

a. No Army regulation requires use of Encrypt For Transmission Only (EFTO) on Army-originated messages. When required by other directives, EFTO may be applied to messages addressed to DOD addressees, the National Security Agency, and the Federal Aviation Administration. EFTO will not be applied to messages addressed to non-DOD addressees except by prior agreement. Use of EFTO on unclassified messages addressed to foreign governments or regional defense organizations is prohibited.

b. Messages to addressees served by commercial means should not be marked EFTO. If a commercial refile station receives an EFTO message, the EFTO marking will be removed before transmission to the commercial carrier.

#### **6-18. Treaty organization markings**

COSMIC or NATO designations applied to a message mean that the message is the property of a treaty organization and is subject to the

organization's security regulations and access controls. Copies of U.S. documents will not bear these designations until the documents are introduced into the treaty organization. The originating U.S. agency is responsible for determining whether U.S. classified information should be released to a treaty organization.

a. U.S. classified messages will be addressed to the appropriate U.S. Liaison Officer, National Military Representative, or Document Office. These messages will contain specific internal passing instructions indicating the treaty organization addressee. In addition, the statement "RELEASABLE TO NATO AS NATO SECRET" (or other appropriate classification) must be included in the internal text instructions. (See fig 6-5 for an example of this statement.) Under no circumstances will messages originated by a U.S. agency contain the statement "This is a (COSMIC) (NATO) message."

b. When a U.S. agency must transmit a message directly to a treaty organization, the message will include the statement 'NATO SECRET (or other appropriate classification) FOR NATO ADDRESSEES' in the internal text instructions. See example in figure 6-6.

c. Treaty organization markings required by a and b above will not be stamped or marked on the copies of any messages processed for distribution or retention by U.S. agencies. The U.S. classification is the correct one.

d. Where approved channels are used for non-electrical transmission of U.S. classified information into a treaty organization, the last U.S. agency having custody of the message will apply the proper treaty organization markings.

#### **6-19. NATO Subject Indicator System**

NASIS is designed to improve message distribution in NATO by standardizing the subject areas contained in NATO messages. NASIS uses a SIC, a three letter code assigned from NATO APP-3 (Allied Procedural Publication 3), to represent the message's subject matter. (See fig 6-7 for an example.) A Standard Distribution List based upon the SIC provides message delivery instructions to the serving TCC.

a. U.S. Army forces assigned to NATO or who change operation (CHOP) to NATO are required to use the SIC on messages addressed to NATO. Originators, other than U.S. Army Forces assigned to NATO, are encouraged to assign a SIC to all messages.

b. Any activity without APP-3 that exchanges traffic with NATO is authorized and encouraged to use the SIC assigned in a received message as the SIC in an outgoing response to NATO or a member nation. This practice will facilitate distribution of the message.

#### **6-20. PASS TO instructions**

When it is necessary to send a message through one addressee to reach another, the words "PASS TO" will be used in the internal text instructions to indicate the intended recipients of the message. The PASS TO instructions will also indicate whether the addressee performing the PASS TO function is to retain the message for action or information.

a. In multiple address messages, the addressee responsible for passing the message will be named. See figure 6-8 for an example.

b. In single address messages, the external addressee will not be included in the PASS TO instructions. See example at figure 6-9.

#### **6-21. Use of the word "FOR"**

The word "FOR" may be used in the internal instructions to indicate delivery to a specific individual. "FOR" is followed by the name of the intended recipient. This use is similar to the use of "Attention" in a letter.

a. In a single address message, the addressee need not be repeated in the text. see example at figure 6-10.

b. In a multiple address message, the address should be included in the internal text instructions for clarity. See example at figure 6-11.

#### **6-22. Office of origin line**

a. An office of origin line is used only when a message prepared

by one staff element will be released by another. See example at figure 6-12.

b. "Signed (SGD)," followed by an abbreviated title or office symbol, may be used to show authorization by an office other than the preparing office. Also, SOD followed by the last name, title, and office symbol may be used to show that an individual has personally prepared, or reviewed and approved, the message. This procedure will not be applied automatically to all messages. SGD appears only in the internal instructions at the beginning of the text, not at the end of the text. See examples at figure 6-13.

### 6-23. Subject

a. A subject line will be inserted in the message text after the internal instructions and before any references to previous communications. Subject lines will not appear in tactical and fixed format messages (pro forma messages).

b. The subject should be as brief as possible and limited to one line.

c. The subject line may be omitted if its use would require an otherwise unclassified message to be classified; noticeably increase the length of a brief message; or increase commercial charges when the message is addressed to activities served by commercial communications facilities.

d. The abbreviation SUBS will precede the subject line.

e. In classified messages, the symbol for the classification of the subject line follows the subject. For example: SUBJ: FREEDOM 1987 (C).

### 6-24. Suspense date

a. A suspense date may be included in a message to Army addressees when a reply is required by a certain date.

b. The following time factors will be considered in establishing deadlines or suspense dates to give commanders enough time to comply with any mandatory instructions therein:

(1) Time required to process and transmit the message (para 44).

(2) Time required for the addressee to obtain, consolidate, and transmit the information required.

c. The suspense date, when used, will consist of the letter 'S' and the abbreviated date and year in parentheses. It will be inserted following the message subject. For example, SUBJ: OPLAN 215 (U) (S 15 OCT 87).

### 6-25. References

a. National, service, or command authorities may forbid reference to a classified message in an unclassified message. Authorities who forbid such references are responsible for notifying the concerned parties.

b. When not otherwise forbidden, an unclassified reply may be made to a classified message provided the reply—

(1) Does not refer to a message that requires paraphrasing.

(2) Does not refer to a message that has been paraphrased.

(3) Does not refer to any element of a classified message (DTG and office symbol) when the classified message forbids such reference.

(4) Does not cancel a classified message.

c. When citing references to previous messages, memorandums, orders, telephone conversations, or other material, whether classified or unclassified, follow the guidance below.

(1) References follow the subject line, if used, and precede the body of the text. When the reference contains classified information or is placed in a classified message, the classification symbol will precede the reference. The first element of a reference is the security classification or the word UNCLAS; the second element is the type of correspondence (for example, message or memorandum); the third element is the organization of origin (for example, HQ TRADOC); the fourth element is the office symbol, if any; and the fifth element is the date of the correspondence or DTG of a message. When necessary for clarity, references may also show the subject if it differs from that of the message. The subject's security classification will be indicated in parentheses after the subject; that

is, Top Secret (TS), Secret (S), Confidential (C), Restricted (R), Unclassified (U), or For Official Use Only (FOUO). If only one reference is listed, it will be preceded by the letter 'A' as shown in figure 6-14.

(2) Each reference will be listed on a separate line and identified as A, B, C, and so forth. The security classification assigned to each reference in a classified message follows the reference identification; for example, A. (U). The word 'mail' or 'courier' follows a reference if the message was sent or received by mail or courier. See example at figure 6-15.

(3) The example at figure 6-16 shows a classified message referring to memorandums, endorsements, reports, and telephone conversations.

(4) When references are used, care must be taken to ensure that each reference is available to all addressees.

d. For messages addressed to activities or persons outside the DA, the DTG will be quoted in addition to the originator's message reference number. Examples are as follows:

(1) A. (U) CONF MSG STATE 185296 021819Z SEP 87.

(2) A. (U) SECRET MSG AFRS 101 021345Z SEP 87.

e. When a message being referred to does not include an office symbol, the subject of the message may be added for clarity. See example at figure 6-17.

f. When reference is made to a message that has been readdressed, the DTG of the original message will be used.

g. The command that readdresses a message is responsible for providing the new addressees with any needed references contained in the original message.

### 6-26. Use of NOTAL

When the originator determines that addressees do not need a reference they do not have, NOTAL (meaning not to, or needed by, all addressees) will be included after the reference. For example: A. UNCLAS MSG CUSA CE SVC OFC SFIS-FAC-M 091300Z FEB 87 NOTAL.

### 6-27. Use of PASEP

When the originator determines that an addressee needs a reference, the originator is responsible for forwarding the needed reference. The originator will indicate his or her intention to provide the reference by adding PASEP (passed separately) immediately after the pertinent reference. For example—

a. (U) CONF MSG DA DAAG-PA 130943Z SEP 87 PASEP

b. (U) UNCLAS MSG CINCUSAREUR DCSC-E 141219Z SEP 87

### 6-28. Dividing a message into parts

a. When a message has more than one message address and more than one subject, and some of the contents do not apply to all addressees, the message should be divided into as many parts as needed. Classified messages that are releasable only in part should be divided into releasable and nonreleasable parts. Paragraphs will be numbered consecutively regardless of the number of parts the message contains.

b. The last element of the internal instructions will indicate Blat the message has been divided into parts. See example at figure 6-18.

c. Each part will be named and assigned responsibility. See example at figure 6-19.

### 6-29. Body of text

The body of the text will be prepared in upper case letters. Punctuation symbols and numbers will be used as described in paragraphs 6-32 and 6-34. The text must be clear and concise. Omit as many words as possible without making the meaning vague or misleading. Do not use conjunctions, prepositions, and articles unless they are needed to clarify the meaning. A line of text will not exceed 69 characters (including spaces).

### 6-30. United States Message Text Format

United States Message Text Formats (USMTFs) are templates for

standardizing the content and structure of common military reports. These messages are pro forma and must follow the appropriate template exactly.

### 6-31. Abbreviations, brevity codes, and acronyms

Normally, abbreviations, brevity codes, and acronyms will be limited to those prescribed by AR 310-50. Use them to save time in message preparation and transmission or to save space. However, do not sacrifice clarity for brevity. Do not use abbreviations or acronyms if they will not be easily understood by all addressees.

### 6-32. Punctuation

Punctuation will be kept to a minimum and used only when needed for clarity.

a. Only the following punctuation symbols are allowed in messages to non-U.S. addressees: period (.), comma (,), colon (:), slant (/), dash or hyphen (-), question mark (?), and parentheses (())

b. In addition to the marks in a above, the following are allowed in intra-U.S. messages: semicolon (;), dollar sign (\$), quotation marks ("), and apostrophe (').

### 6-33. Paragraphing

All paragraphs begin at the left margin and are numbered as in letter correspondence. The security classification of each paragraph, subparagraph, and further subdivision of classified messages is indicated by the appropriate classification or protective marking symbol in parentheses after the paragraph number. For example, 1. (C); 2. (FOUO); C. (U); D. (S). If the message is unclassified, protective paragraph marking symbols are not required.

### 6-34. Numbers

Numbers will be written as numeric digits; for example: 1, 2, 3. Fractions, such as one-half, will be written as 1/2.

### 6-35. Writer identification

When the recipients need to know who drafted the message, the writer's name and telephone number may be included at the end of the message text. See example at figure 6-20.

### 6-36. Isolated letters

a. Where it is necessary to ensure correct receipt of an isolated letter, use only the following phonetic alphabet spellings: ALFA, BRAVO, CHARLIE, DELTA, ECHO, FOXTROT, GOLF, HOTEL, INDIA, JULIETT, KILO, LIMA, MIKE, NOVEMBER, OSCAR, PAPA, QUEBEC, ROMEO, SIERRA, TANGO, UNIFORM, VICTOR, WHISKEY, XRAY, YANKEE, ZULU.

b. Reference names in the text of a message are not considered isolated letters; for example: "IAW REF A THE FOL IS SUBMITTED."

### 6-37. Repetition

Repetition may be used to ensure correct receipt of a vital word or a series of unrelated letters or numbers. Do not use repetition solely for emphasis.

### 6-38. Communications economy

a. It is uneconomical to include largely tabular material, repetitive words or phrases, and unnecessary punctuation in the text of narrative messages. Good message formatting methods can make using the telecommunications system more economical and efficient without sacrificing clarity.

b. Removing repetition is a self-explanatory communications economy technique. Using slogans violates communications economy policy.

(1) Inserting too many spaces between columns of tabular material, commonly done for appearance's sake, is wasteful; sending each space requires the same amount of time as sending an intelligence-bearing character. When tabular material must be included in the text of a narrative message, use good formatting methods to reduce preparation, transmission, and handling times.

(2) Figure 6-21 shows the tabular part of a message before and after reformatting.

c. Avoid sending separate messages with the same text to different individuals at the same message address.

### 6-39. Acknowledgments

An acknowledgment is a message that the addressee has received and understood a specific message. Send an acknowledgment only when specifically requested. Avoid requests for acknowledgment or service requests for confirmation of delivery, repetition, and verification unless absolutely necessary. A prompt reply referring to the message may serve instead of an acknowledgment. The security provisions for references (para 6-25) also apply to acknowledgments. A request for acknowledgment applies only to action addressees unless otherwise stated in the text.

a. To request an acknowledgment, insert "acknowledge" or "acknowledge immediately" as the last element of the text of an unclassified message. For classified messages, place the request for acknowledgment at the end of the text, followed by the declassification/downgrading instruction (para 6-45).

b. Acknowledge a message by using the word 'your,' the originator's message identification, and the word 'acknowledged.' When requested, include the time of acknowledgment. Make an acknowledgment only to the originator of the message. For example: YOUR UNCLAS MSG DACE-CSD-C 291939Z JUL 87 ACKNOWLEDGED.

c. Acknowledgment is not to be confused with confirmation of delivery. The TCC serving the addressee sends a confirmation of delivery as a service message to show that the TCC has delivered the message.

### 6-40. Cancellations

A message that has been sent may be cancelled only by a new message. If the original message was classified, the cancellation message will be classified CONFIDENTIAL or higher. The cancellation may be included in a message that takes the place of the one cancelled or in a separate message.

### 6-41. Corrections

a. Sometimes the text of a message must be changed after it has been sent. Minor changes can usually be made by a new message containing the specific corrections to be made to the original message. When the change is long, cancel the original message and originate a new one.

b. Correct messages prepared for optical character reading equipment (OCRE) processing in accordance with local TCC instructions.

### 6-42. Readdressing messages

The originator or recipient of a message may want to send it to authorities not originally included as addressees. Normally, only the receiving action or primary interest office may readdress a message. Users served by automated readdressal facilities use DA Form 2655 to readdress messages. (A sample of a readdressal request is at figure 6-22.) Users not served by automated readdressal facilities readdress messages by preparing a new message that quotes the original. Local TCC instructions govern the proper method for readdressal. A message bearing the control marking ORCON cannot be readdressed without the originator's specific approval.

### 6-43. Retransmission request

If a writer suspects that an addressee has not received a message, the message will be retransmitted to the addressee on DA Form 2655. The writer may also request the serving TCC to initiate tracer action using DA Form 4019-R (Non-Receipt Claim Record). TM 11-490-2, section X, contains general rules for initiating tracer action.

### 6-44. Time

a. Use Greenwich Civil Time (GCT), followed by the time zone suffix "Z." to express time in the text of a message. GCT is a

common reference used to standardize all local times. When necessary for clarity, GCT may be followed by the local time, for example: 0800Z (1300 local time) or 1400Z (0900 EST).

b. When the writer believes the time of writing is of critical importance to the addressee, it may be included at the end of the message text; for example, WRITTEN 211515Z OCT 87. The time of writing appears as the last part of text in unclassified messages and before the declassification/downgrading instruction in a classified message.

#### 6-45. Downgrading and declassification instructions

a. The last line of a classified message will show the date or event for downgrading if appropriate, the date or event for automatic declassification, or Originating Agency's Determination Required according to AR 380-5. Message abbreviations are as follows:

(1) DECL (DAY, MONTH, YR); for example: DECL 22 DEC 88.

(2) DECL (AN EVENT CERTAIN TO OCCUR); for example: DECL UPON EXERCISE COMPLETION.

(3) DECL OADR.

(4) DNG/(DOWNGRADED CLASSIFICATION)/(DAY, MONTH, YR), for example: DNG/C/22 DEC 88.

b. Messages that are identified as RESDAT or FORMERLY RESDAT immediately after the classification in the internal text

instructions and in paragraph markings will not include a declassify (DECL) or downgrade DNG) code as the last element of the text.

#### 6-46. Perishable information

Messages issuing perishable information will be pointed out on the message form as shown in paragraph 7-5f. These messages will not be delayed for service action en route to their destination. If service action is required, it will be initiated by the addressee.

#### 6-47. Exercise messages

a. Messages prepared during training exercises, command post exercises, tactical exercises, and maneuvers are exercise messages. They are prepared and handled in the same manner as normal messages.

b. Exercise messages are identified by the word "EXERCISE" and the exercise term in the internal instructions at the beginning of the text; for example: UNCLAS EXERCISE OPEN WATER.

#### 6-48. MINIMIZE

When MINIMIZE has been imposed, a writer who needs an important message sent by electrical means will include "MINIMIZE CONSIDERED" in the Special Instructions block of the message form. Messages of lesser urgency will be processed per AR 25-10. Messages will not be held for electrical delivery pending the end of MINIMIZE.

---

T O P S E C R E T S P E C A T ( C O D E W O R D )

---

Figure 6-1. Example of text beginning for a SPECAT message

---

---

S E C R E T L I M D I S P R O J E C T H O T H O U S E

C O N F I D E N T I A L L I M D I S P R O J E C T R E W R I T E

---

Figure 6-2. Example of text beginning for a LIMDIS message

---

---

T O P S E C R E T S P E C A T E X C L U S I V E F O R M G S M I T H F R O M M G J O N E S

C O N F I D E N T I A L S P E C A T E X C L U S I V E F O R M G H A Y N E S F R O M M G L O N G

---

Figure 6-3. Example of text beginning for a SPECAT EXCLUSIVE message

---

---

S E C R E T R E S D A T

C O N F I D E N T I A L F O R M E R L Y R E S D A T

---

Figure 6-4. Example of text beginning for RESDAT and FORMERLY RESDAT messages

---

---

S E C R E T

U S D O C O S O U T H N A P L E S I T A L Y N O T A D D E E P A S S T O C I N C S O U T H N A P L E S I T A L Y

F O R A C T I O N R E L E A S A B L E T O N A T O A S N A T O S E C R E T

---

Figure 6-5. Example of text beginning for Releasability statement

---

---

S E C R E T

NATO SECRET FOR NATO ADDRESSEES

---

Figure 6-6. Example of text beginning for a classified message sent directly to NATO addressee

---

NATO UNCLAS

SIC SRZ

---

Figure 6-7. Example of a NATO-originated message with a SIC

---

C O N F I D E N T I A L

CDR 193D INF BDE KEEP INFO PASS TO COMUSMILGP QUITO ECUADOR FOR  
COL ASHBY FOR ACTION

---

Figure 6-8. Example of text beginning with PASS TO instructions

---

UNCLAS

KEEP ACTION AND PASS TO COMUSMILGP QUITO ECUADOR FOR MG GORANSON  
FOR INFO

---

Figure 6-9. Example of text beginning with keep action and PASS TO instructions

---

UNCLAS

FOR COL BROWN

---

Figure 6-10. Example of text beginning with a FOR instruction

---

UNCLAS

DAIM-PS FOR LTC BRADY TRADOC FOR MR SMITH

---

Figure 6-11. Example of text beginning with FOR instructions for multiple addressees

---

FROM: DA WASHINGTON DC//DACA-ZA// (RELEASER)

.....

UNCLAS

FROM DA WASHINGTON DC//IGAA-AZ// (PREPARER)

---

Figure 6-12. Example of text beginning with office of origin line

---

---

UNCLAS

SGD TAG

or

UNCLAS

SGD RODGERS DISC4 SAIS-ZA

---

Figure 6-13. Example of text beginning with a signed line

---

S E C R E T

FOR OPERATIONS OFFICE

SUBJ: OPERATIONS PLANS (U)

A. (U) UNCLAS MSG JCS J3 89362 101435Z OCT 87

---

Figure 6-14. Example of text beginning with one reference

---

A. (U) UNCLAS MSG DA DAIM-PS 051640Z SEP 87

B. (U) CONF MSG CUSA CE SVC OFC AS-OPS-CE 192359Z SEP 87 MAIL

C. (C) CONF MSG HQ USAISC AS-OPS-MP 026113Z OCT 87 SUBJ ERS AT  
FT SWAMPY (C)

D. (U) CONF MSG DA DAIM-PS 072255Z OCT 87 COURIER

---

Figure 6-15. Example of multiple references with security classifications assigned

---

---

C O N F I D E N T I A L

SUBJ: PREPARATION INSTRUCTIONS (U)

A. (U) UNCLAS MEMO HQ TRADOC ATCD-DC 10 JAN 87 NOTAL

B. (U) SECRET MEMO HQ AMC AMCCE 15 DEC 86 PASEP SUBJ:

STANDARDIZATION PROCEDURES (U)

C. (U) UNCLAS MEMO HQ AMC AMCCE-E 29 DEC 86 (U) W/SECRET 5TH IND  
HQ TRADOC ATCD-DC 8 JAN 87

D. (U) UNCLAS REPT HQ MICOM DRSMI-R RT-9765 3 FEB 87

E. (U) UNCLAS FONECON MR. OLSON THIS HQ AND MR WALTON HQ TRADOC  
ATCD-DC 27 JAN 87

---

Figure 6-16. Example of multiple references in a classified message

---

C O N F I D E N T I A L

SUBJ: TRAINING QUOTAS (U)

A. (U) CONF MSG HQ TRADOC ATCD-DC 021924Z SEP 87 PASEP SUBJ:

TRAINING REQUIREMENTS (U)

B. (C) CONF MSG USCINCPAC HONOLULU HI 041340Z SEP 87 NOTAL SUBJ:  
AVAIL OF FACS (C)

C. (U) UNCLAS MSG CNO WASHINGTON DC 241738Z SEP 87 SUBJ: TRAINING  
REQUIREMENTS (U)

---

Figure 6-17. Example of references including the subject line in a classified message

---

UNCLAS

SUBJ: ARMY-WIDE STUDY OF TRAINING

A. UNCLAS MSG HQ USAISC AS-PA-PA 112114Z OCT 87

THIS MESSAGE IN TWO PARTS

---

Figure 6-18. Example of text beginning for a message divided into parts

---

---

C O N F I D E N T I A L

SUBJ: ARMY-WIDE STUDY OF TRAINING (U)

A. (U) UNCLAS MSG HQ USAISC AS-PA-PT 112114Z OCT 87

THIS MESSAGE IN TWO PARTS

PART ONE FOR DA

1. (C) XXXXXXXXXXXX

2. (U) XXXXXXXXXXXX

PART TWO FOR CDRTRADOC

3. (U) XXXXXXXXXXXX

4. (C) XXXXXXXXXXXX

DECL OADR

Figure 6-19. Example of text beginning for a message divided into parts

---

DRAFTED BY MR. BOWLING, TELEPHONE AREA CODE 444 444-4444 OR

AUTOVON 234-4444

DECL 4 MAR 89

Figure 6-20. Example of writer identification in a message

---

---

B E F O R E

1. FOLLOWING INFORMATION IS FURNISHED ON WO'S RECOMMENDED BY YOUR HQ FOR DIRECT APPOINTMENT AS 2LT, USAR:

A. CLEARED FOR APPOINTMENT AS 2LT IN BRANCH INDICATED THIS CONFIRMS INFORMATION PROVIDED BY REF B ABOVE.

NAME	SSN	BASIC BR	BR TO BE APT
PRESTON, SAM B.	239-96-3570	AVN WO	FA
HARRIS, CHARLES A.	228-78-4521	AVN WO	FA
PETERSON, DENNIS A.	568-96-1280	AVN WO	TC
SAUNDERS, REGINALD C.	237-94-7441	AVN WO	AR
MITCHELL, ROBERT D.	226-38-2585	AVN WO	TC

A F T E R (USE THIS FORM IN TABULATION)

1. FOL INFO IS FURN ON BASIC BR AVN WO'S RECM BY YOUR HQ FOR DIR APT AS 2LT USAR WHICH CFM INFO PROV BY REF B:

NAME/SSN/BR TO BE APT

PRESTON, SAM B 239-96-3570 FA HARRIS, CHARLES A 228-78-4521 FA PETERSON, DENNIS A 568-96-1280 TC SAUNDERS, REGINALD C 237-94-7441 AR MITCHELL, ROBERT D 226-38-2585 TC

NOTES:

1. In the reformatted message, the narrative portion has been shortened by combining the two sentences and using authorized abbreviations.
2. Unnecessary punctuation after initials has been omitted in the reformatted version.
3. All individuals listed are aviation warrant officers. Stating that fact in the sentence preceding the list eliminates the repetitive "BASIC BR" column.

---

Figure 6-21. Example of the tabulated portion of a message before and after, reformatting to reduce length

---

**TO block.** Insert the OIC of the servicing TCC for action indicated in Part I, II, III, or IV.

**FROM block.** Insert the correct abbreviation of your headquarters, followed by its geographical location and appropriate office symbol.

**BOOK block.** Insert an "X" in the appropriate block.

**REQUEST MESSAGE block.** The information, in the order shown in parentheses, is needed to identify the message. NOTE: If a message is more than 30 days old, a copy must accompany this form.

**READD-DTG block.** The releasing office will insert the DTG before delivery to the TCC. The DTG is normally typed. This DTG does not become the message identifier. For reference purposes, the original DTG and the office symbol of the original releasing authority are cited.

**PART I-READDRESSAL/RETRANSMISSION.** Place an "X" in the READDRESSED block, insert the correct message addresses on the lined portion, and include the precedence prosign in the ACTION or INFORMATION column to indicate that the identified

message should be transmitted. Place an "X" in the RETRANSMITTED TO block when the writer has evidence that one or more addressees have not received a previously transmitted message. If required, the originator of the message may be informed of the readdressal action.

**PART II-CHANGE OF ACTION.** When this part is properly filled out, it enables the action of primary interest office to formally record a change of action to another staff element.

**PART III-ADDED DISTRIBUTION.** The action or primary interest office will complete this part to effect distribution of a specific message to another staff element.

**PART IV-SERVICING.** A request requires the TCC to query the originator's TCC regarding portions of the message that require service action.

**PART V-AUTHENTICATION-REQUEST SUBMITTED BY.** Only a releasing authority of the action addressee or primary interest office may initiate actions to be taken using this form.

---

Figure 6-22. Instructions for completing DA Form 2655 to readdress a previously received message to addressees not included in the original transmission

---

MESSAGE ACTION REQUEST		DATE	
For use of this form, see TM 11-490-2; proponent is US Army Communications Command.		2 FEB 90	
TO: OIC Hoffman Bldg		FROM: SFIS-FAC-M C-E Svcs Office Alexandria, VA	
REQUEST MESSAGE (Originator, office symbol (if any), DTG (Mo-Yr), Channel Number (if any)) CDR7THSIGCMD FT RICHIE MD		BOOK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	PRECEDENCE (This transmission)
ASQRAA-RM-J, 011500Z JAN 90		READD-DTG 021230Z FEB 90	
PART I - READDRESSAL/RETRANSMISSION		ACTION	INFORMATION
BE <input checked="" type="checkbox"/> READDRESSED <input type="checkbox"/> RETRANSMITTED TO:			
CDRUSAISC FT HUACHUCA AZ ASCG-OPT-C		R	
<input checked="" type="checkbox"/> SEE ATTACHED			
PART II - CHANGE OF ACTION			
HAVE ACTION CHANGED:			
TO: _____		ACCEPTED BY: _____ (Name, Element and Phone No.)	
FROM: _____			
PART III - ADDED DISTRIBUTION			
ADD:	NO. OF COPIES	COPY NUMBERS	
PART IV - SERVICING			
BE SERVICED FOR: <input type="checkbox"/> MISSING PORTION <input type="checkbox"/> GARBLED TEXT <input type="checkbox"/> OTHER			
(Attach copy of message (except messages under control) with portions to be serviced indicated in red.)			
PART V - AUTHENTICATION			
REQUEST SUBMITTED BY (Name, Element, Phone No.)		SIGNATURE	
John Jones Chief, C-E Svcs Office 325-8203			
TIME ACTION COMPLETED		ACTION COMPLETED BY (Name of Clerk)	
_____ 2			

DA FORM 2655  
APR 73

EDITION OF 1 JAN 71 WILL BE USED.

Figure 6-22. Sample of readdressal request on DA Form 2655

## Chapter 7

### Preparing the Joint Messageform

#### 7-1. Message processing

a. The major TCC step for processing outgoing messages is converting them into a form that can be transmitted through the communications system. In the past, messages were converted to a punched paper tape format for transmission. This process required the TCC to retype each message, a time-consuming and labor-in-tensive process.

b. Now, OCRE, used in most TCCs, reads the message as the originator typed it. This technology has reduced TCC labor requirements and improved the speed of service.

#### 7-2. Types of joint message-forms

a. The growing use of OCRE in DOD and the need to standardize message preparation procedures resulted in the development of a joint messageform (DD Form 173). Instructions for completing DD Form 173 are in table 7-1. A sample of a completed form is shown in figure 7-1.

b. The joint messageform is printed and stocked in three styles:

(1) DD Form 173/i (black ink) should be requisitioned and used by organizations not served by OCRE.

(2) DD Form 173/2 (red ink) should be requisitioned and used by organizations served by OCRE that accepts forms printed in red.

(3) DD Form 173/3 (blue ink) should be requisitioned and used by organizations served by OCRE that accepts forms printed in blue.

c. The various colors of DD Form 173 are used to accommodate requirements of OCRE. They will not be used in any way to indicate that security protection is or is not required.

#### 7-3. Preparation of messages for optical character reading equipment

Strict adherence to OCRE message preparation instructions is mandatory. Any deviation from the published procedures will cause the DD Form 173/2 or DD Form 173/3 to fail to process automatically, which creates a delay. Messageforms must be kept free of smudges, wrinkles, fingerprints, folds, paperclip rust marks, stapling, and other mutilations. OCRE cannot accurately process light gray or partially typed characters. The serving TCC will issue specific instructions on preparing messages using DD Form 173/2 or DD Form 173/3. Army policy allows the use of continuous or automatic feed bond paper to process message traffic at word-processing centers when the local TCC has OCRE. The bond paper must be of the proper size and weight and be aligned correctly. Coordination must be made with the serving TCC to determine whether the OCRE will accept bond paper.

#### 7-4. Manually processed messages

Messages to be manually processed in TCCs that do not have OCRE will be prepared per the instructions in this chapter.

#### 7-5. Markings

Markings will be placed in the Security Classification blocks and, if applicable, in the Message Handling Instructions or Special Instructions block of each messageform, unless otherwise specified.

a. *Classified messages.* The security classification will be stamped in black or marked (not typed) in the Security Classification blocks at the top and bottom of the form. The Classified By line is required in the Special Instructions block of the messageform.

b. *Unclassified messages.* The word "unclassified" or the abbreviation UNCLAS will be stamped or marked in black or typed in the Security Classification blocks.

c. *FOUO.* FOUO messages will have FOR OFFICIAL USE ONLY, in addition to the abbreviation UNCLAS, stamped in black or marked (not typed) in the Security Classification blocks.

d. *EFTO.* The abbreviation EFTO will be stamped in black or marked (not typed) after the abbreviation UNCLAS in the Security Classification blocks.

e. *RESDAT.* Messages containing RESDAT information, or information that was formerly RESDAT, will have the proper phrase typed, stamped in black, or marked in the Special Instructions block; for example, "RESTRICTED DATA ATOMIC ENERGY ACT OF 1954" or "FORMERLY RESTRICTED DATA Handled as Restricted Data in Foreign Dissemination-Section 144b, Atomic Energy Act of 1954." A Classified By line is not required in the Special Instructions block.

f. *Perishable information.* Messages containing perishable information will have the following phrase typed, stamped in black, or marked in the Special Instructions block of the first page: "CONTENT OF THIS MESSAGE IS OF PERISHABLE NATURE; IT SHOULD BE FORWARDED TO ADDRESSEE WITHOUT SERVICE ACTION" (para 6-46).

g. *SPECAT, SPECAT EXCLUSIVE, ATOMAL, CRYPTOSEcurity, EXCLUSIVE, US/ EYES ONLY, and LIMDIS messages.* The proper designation will be stamped in black or marked in the Special Instructions block (paras 6-8 through 6-11). SPECAT and SPECAT EXCLUSIVE messages are stamped or marked only with the term SPECAT or SPECAT EXCLUSIVE.

h. *PERSONAL FOR messages.* PERSONAL FOR messages will have the words "PERSONAL FOR" stamped in black or marked in the Special Instructions block (para 6-12).

i. *MINIMIZE.* The phrase "MINIMIZE CONSIDERED" will be typed, stamped in black, or marked in the Special Instructions block of the first page of the messageform (para 6-18).

j. *Immediate delivery required.* When immediate delivery of an Immediate precedence message is required to an addressee served by a DTS facility, the acronym 'IMMDELREQ' and addressee identification will be entered in the Special Instructions block of the first page of the messageform (para 3-6).

k. *Delivery as a single address message.* Multiple address messages requiring delivery as individual messages to commercial addressees will have the phrase "DELIVER AS A SINGLE ADDRESS MESSAGE" inserted in the Special Instructions block of the first page of the messageform (para 6-1e).

#### 7-6. Message preparation

a. *Paper alignment.* The messageform must be properly aligned in the typewriter. To align the form squarely, use the border lines as horizontal and vertical references. To set the first tab, align the form so that the first character will be printed just inside the extreme left margin of the Page block. For the horizontal alignment, adjust the form so that a character will print within the two horizontal reference marks at the upper left corner of the form. This is the reference position for line spacing and tab positioning for the rest of the form.

b. *Header line alignment.* The header line must be positioned correctly. Once the OCRE locates the header line, it will base all other lines of the message on this line. After initial alignment, the platen cannot be rolled to adjust alignment.

c. *Typing instructions.* All lines must be double spaced and all typing must be upper case.

d. *Header line preparation.* Each message starts with two lines of header information that identify the message and indicate its classification and precedence, among other information.

e. *Tab stops.* The correct use of tab stops will ease preparation, because each item on the form must appear at a specific position from the left margin. Set the tab for "INFO" or "ACCT" at tab position 10, "XMT" at tab position 11, message addresses at tab position 15, and message address continuation lines at tab position 20. Start the text at the left margin.

f. *Addressees.*

(1) Army addressees are listed by their authorized message address as in DA Pam 25-11. Joint DOD and Allied message addresses are listed in USMCEB PUB 6. Navy, Marine Corps, and Coast Guard message addresses are also listed in USN PLAD 1. The Air Force message addresses are published in AFR 700-31. All of the foregoing are published in an UPDATE handbook, Message Address Directory.

(2) AIGs will always appear as action addressees.

(3) The words FROM and TO are preprinted on the messageform. When other abbreviations (such as INFO, XMT, or ACCT) are used, they will not be followed by a colon.

(4) The letters ZEN will precede any message address for which delivery will be accomplished by other means (for example, mail or courier). ZEN will start at tab position 15, the message address will start at tab position 19.

(5) When addressees of an AIG are exempt from receiving a message, the abbreviation "XMT" will start at tab position 11, and the message address will start at tab position 15. Exempt message addresses must appear exactly as designated in the AIG address composition.

(6) Continuation of a FROM, TO, INFO, or XMT addressee line must be indented five spaces from the beginning of the first line (tab position 20).

*g. Accounting symbols.* Accounting symbols are required for DOD-originated messages that must be delivered by commercial means (for example, Telex I, Telex II, Western Union MAILGRAM). When required, the abbreviation "ACCT" is used (starting at tab position 10), followed by the accounting symbol (starting at tab position 15), which is followed immediately by a dash and the applicable program designator code (PDC). For example, ACCT DA-XXXXXX, where XXXXXX is the PDC assigned to the user's MACOM (para 3-2a).

*h. Sequence of text information.* Place text information in the sequence shown below.

(1) The message text, starting at the left margin after the last message address or the ACCT line. The first word of the text will be the security classification or the abbreviation "UNCLAS."

(2) Any special handling designation, immediately following the security classification on the first line of text. An automated TCC will examine only the first line of 69 characters or the first line of text to validate the security classification and any special handling designation against the information contained in the message header line. For a Defense Special Security Communications System (DSSCS) facility, the classification and any special handling designation must be separated from the rest of the message text by a special end-of-classification indicator. This indicator will be the letter "Q" typed four times (QQQQ). It will be placed in the left margin between the internal instructions and the rest of the text.

(3) Releasability statements or regional defense organization security classification equivalency statements (for example, REL UK, NATO SECRET FOR NATO ADDRESSEES).

(4) SIC assigned for the NASIS, or the DDI for DSSCS messages.

(5) Special delivery instructions (for example, FOR, FROM, PASS TO \_\_\_\_\_, PERSONAL FOR).

(6) EXERCISE name.

(7) Subject.

(a) The subject should be as brief as possible and limited to one line. Omit the subject line if the subject is readily apparent in the beginning of the text, or if its use will either cause an otherwise unclassified message to be classified or noticeably increase the length of a short message.

(b) In classified messages, include a single letter abbreviation of the subject classification in parentheses after the subject (for example, SUBJ: EXAMPLE OF A SUBJECT LINE (U)).

(c) The suspense information follows the subject per paragraph 6-24.

(8) *References.* List references as shown in paragraph 6-25.

*i. General rules.*

(1) No more than 20 lines of addressees and/or textual information may be typed on any page of a messageform. The final page may have fewer than 20 lines.

(2) All lines of text begin at the left margin, starting with the classification. Indenting is permitted in text after the references.

## **7-7. Message text**

*a.* The body of the message text begins after the references. Paragraphs begin at the left margin and are lettered or numbered as in memorandums. Indent the first subdivision (subparagraph) four spaces and begin typing on the fifth space. Do not indent more than four spaces from the left margin for additional subdivisions. Indicate the classification of each paragraph and subdivision of a classified message as described in paragraph 6-33. Begin each succeeding line of a paragraph or subdivision at the left margin.

*b.* Insert downgrading and declassification instructions prescribed in AR 380-5 as the last element of the text of classified messages (para 6 15).

*c.* Instructions for removal of FOUO markings are prescribed in AR 25-55.

*d.* On each page, end the message text at the first heavy line above the DISTR block.

## **7-8. Local distribution**

Use the DISTR block on page 01 only to indicate local distribution (copy furnished) within the staff of the originating headquarters. The serving TCC will provide users with local operating procedures.

## **7-9. Writer identification**

Complete the DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE block on page 01 only. Also place the day, month, and year information in this block.

## **7-10. Special instructions**

*a.* The Special Instructions block on page 01 is used, as appropriate, for the following kinds of information:

(1) Entries required by paragraphs 6-1e, 6-48, 7-6a, and 7-6e through h.

(2) Staff coordination.

(3) Confirmation of delivery requests (para 6-39c).

*b.* This block may also be used for other local requirements.

*c.* If there is not room in the Special Instructions block for all necessary information, use an additional blank sheet of paper. Make an appropriate entry in the Special Instructions block to indicate that the entries are on the additional page.

## **7-11. Releaser block**

Complete the Releaser block only on page 01 of all messages.

## **7-12. Message approval**

The releasing authority will sign the Signature portion of the Releaser block only on page 01 of all messages.

## **7-13. Coordination**

All coordination will be placed on, or attached to, the originating office file copy of the message.

## **7-14. Alteration of a message**

*a.* Alterations made after typing a message to be transmitted by other means than OCRE will be initialed by the authority making the change. Initials will be placed in the right margin of the line in which the change appears.

*b.* Messages prepared for OCRE processing will be corrected in accordance with local TCC instructions.

**Table 7-1**  
**Instructions for completing DD Form 173**

Item no.	Tab position <sup>1</sup>	Number and type of characters	Description of entry														
1 <sup>2</sup>	1	2-NUMERIC	Page number. Enter page numbers on each page of message. The page number consists of two numeric characters beginning with 01 and continues in sequence throughout the message, that is, 02, 03, and 04. In the case of a one-page message, the page count must also appear; for example , 01 of 01.														
2	5	2-NUMERIC	Total page count. The page count, consisting of two numeric characters, is mandatory only on the last page of the message. However, if a page count is used on all pages, it must be correct (for example, 01 of 03, 02 of 03, and 03 of 03).														
3	9	6-NUMERIC 1-ALPHA	DTG/releaser time. This is the date and time(expressed in GCT, month, and year) that the message was released by the proper authentication authority. Information in this block is typed on page 01. The first two digits represent the day of the month; the next two digits represent the hour of the day using the 24-hour clock, and the last two digits represent the minutes. This block will contain the suffix "Z" indicating time in GCT.														
4	18	3-ALPHA	Authorized abbreviation of the current year.														
5	23	2-NUMERIC	Last two digits of the current year.														
6 <sup>2</sup>	27	2-ALPHA	Action precedence. The precedence indicates the urgency of the message for action addressees. The abbreviations for precedence are shown as follows: <table><tr><th>Precedence</th><th>Field entry</th></tr><tr><td>EMERGENCY</td><td>YY</td></tr><tr><td>FLASH</td><td>ZZ</td></tr><tr><td>IMMEDIATE</td><td>OO</td></tr><tr><td>PRIORITY</td><td>PP</td></tr><tr><td>ROUTINE</td><td>RR</td></tr></table>	Precedence	Field entry	EMERGENCY	YY	FLASH	ZZ	IMMEDIATE	OO	PRIORITY	PP	ROUTINE	RR		
Precedence	Field entry																
EMERGENCY	YY																
FLASH	ZZ																
IMMEDIATE	OO																
PRIORITY	PP																
ROUTINE	RR																
7 <sup>2</sup>	27	2-ALPHA	Information precedence. The precedence indicates the urgency of the message for INFO addressed. There must be an information precedence entry if the action field was not used. The INFO precedence must be equal to or less than the action precedence. If no INFO addressee is present, the INFO precedence block will be left blank.														
8 <sup>2</sup>	35	4-ALPHA	Security classification (CLASS). This entry is the security classification letter typed four times. The valid classification letters are as follows: <table><tr><th>Class field entry</th><th>First line text entry</th></tr><tr><td>TTTT</td><td>TOP SECRET</td></tr><tr><td>SSSS</td><td>SECRET</td></tr><tr><td>CCCC</td><td>CONFIDENTIAL</td></tr><tr><td>RRRR</td><td>RESTRICTED</td></tr><tr><td>EEEE</td><td>UNCLASEFTO</td></tr><tr><td>UUUU</td><td>UNCLAS</td></tr></table>	Class field entry	First line text entry	TTTT	TOP SECRET	SSSS	SECRET	CCCC	CONFIDENTIAL	RRRR	RESTRICTED	EEEE	UNCLASEFTO	UUUU	UNCLAS
Class field entry	First line text entry																
TTTT	TOP SECRET																
SSSS	SECRET																
CCCC	CONFIDENTIAL																
RRRR	RESTRICTED																
EEEE	UNCLASEFTO																
UUUU	UNCLAS																
9 <sup>2</sup>	41	5-ALPHA	SPECAT. This Field is used to verify the special handling designation at the beginning of the text after the security classification. A SPECAT release code or other special handling designator character is typed five times in this field. The valid entries are shown in (a) through (f) below. (a) AAAAA-SPECAT SIOP-ESI. (b) BBBBB-All other SPECAT less SIOP-ESI. (c) FFFFF-For use on U.S. originated classified messages addressed to activities of the United Kingdom that contain the special handling designations US-UK EYES ONLY or CHURCHPIKE. (d) LLLLL-For use on U.S. originated classified messages addressed to NATO activities and NATO member nations that contain the special handling designation ATOMAL. (e) PPPPP-For use on U.S. originated classified messages addressed to NATO activities and NATO member nations that contain the special handling designation EXCLUSIVE. (f) YYYYY-For use on U.S. originated classified messages addressed to NATO activities and NATO member nations that contain the special handling designation CRYPT-TOSECURITY.														
10	48	2-ALPHA	LMF, An LMF normally is not used. However, the LMF may be used on specially formatted messages (for example, a narrative message to be delivered in a card format).														

**Table 7-1**  
**Instructions for completing DD Form 173—Continued**

Item no.	Tab position <sup>1</sup>	Number and type of characters	Description of entry
11	52	4-ALPHA	CIC, normally "ZYUW." Other CICs may be used as prescribed in applicable directives. The CIC is designed to aid the receiving communications terminal in message distribution. This block is left blank except when— (a) A message is to be processed as a book message requiring delivery as a single address message. The letters "ZEXW" are inserted in this block. (b) A message is to be delivered to commercial addressees as a single address message. The letters "ZYQW" are inserted in this block. (c) The writer has been authorized to use a specific CIC. An example would be when a regulation requires a report to be submitted using a special CIC to segregate the report from all other messages.
12 <sup>2</sup>	58	ALPHANUMERIC	ORIG/MGR IDENT. A unique sequence of up to 12 characters assigned by the message originator for positive originator/message identification. This sequence of characters will appear on each page of the message. The exact method of composing and maintaining the identification sequence is left to the originator's discretion. The Julian date and ZULU time the message was typed is recommended. Although this information is not part of the output message, this block must be used. It is the only unique field OCRE can use to ensure that second and succeeding pages belong with the first page.
13	1	0 or 7-ALPHA	Book message information. If "YES" is used, the CIC field must contain "ZEXW" or "ZYQW." This entry indicates the originator has determined that the message addressee do not need to know of receipt by all other addressees. If the originator determines that each addressee must know of all other recipients, the block is left blank. If all addressees do not require the identity of the other addressees, YES is inserted in the Book block. The letters "ZEXW" will also be inserted in the CIC block. If the message addressees in a multiple address message are commercial activities, the letters "ZYQW" will be entered in the CIC block.
14	5	VARIABLE to end of line	Message handling information. This block contains handling instructions to communications personnel or message instructions to the addressees as outlined in paragraph 3-5p. Only communication's operating signals are permitted in this field, and they are used only where authorized by local procedures.
15	15	VARIABLE	Start of FROM message address, with office symbol if available.
16	15	VARIABLE	Start of TO message address, with office symbols if available. If no action address, item 19 applies.
17	20	VARIABLE	Message address continuation lines apply. (Not contained in fig 7-1.)
18	15	7-ALPHA Type in the "AIG" and number.	Start of AIG information.
19	10	4-ALPHA Type in the word "INFO"	Start of information line.
20	15	VARIABLE	Message addresses for INFO addressees.
21	15	Type in the word "ZEN"	Start of ZEN information
22	19	VARIABLE	Start of message address to be delivered by other than electrical means.
23	11	Type in the abbreviation "XMT."	Start of exempt line.
24	15	VARIABLE	Any exempted message address when AIGs are used in the TO line.
25	1	VARIABLE	Start of classification line.
26	1	VARIABLE	Start of text.

**Notes:**

<sup>1</sup> The first character to appear on the DD Form 173 will define the left margin (character position 1). In this case, page numbering information appears in the upper left corner of the form. Each line is limited to 69 characters, including positioning blanks, correction signs, and spaces.

<sup>2</sup> These entries must be made on all subsequent pages for proper handling.

UNCLASSIFIED

01 02 061400Z JAN 90 PP RR UUUU

AT ZYUW 0061230Z

CUSA CE SVC OFC WASHINGTON DC//SFIS-CE-M//

CDRUSAISC FT HUACHUCA AZ//AS-OPS-MP//

AIG 899

INFO USMCEB WASHINGTON DC

ZEN CUSAISCLNO WASHINGTON DC//AS-LNOW//

XMT CDR7THSIGCOMD FT RITCHIE MD

UNCLAS

SUBJ: DD FORM 173 MESSAGE FORMAT PREPARATION (S 06 FEB 90)

A. UNCLAS AR 310-50 15 NOV 85 AUTHORIZED ABBREVIATIONS, BREVITY CODES, AND ACRONYMS

1. THIS IS A SAMPLE INDICATING THE POSITION OF VARIOUS MESSAGE ELEMENTS ON THE MESSAGEFORM. THE MESSAGEFORM MUST BE ALIGNED SQUARELY.

2. THE VERTICAL ALIGNMENT REQUIRES THE FIRST CHARACTER OF THE PAGE NUMBER TO BE PRINTED JUST INSIDE THE LEFT MARGIN. THE HORIZONTAL ALIGNMENT REQUIRES THE FIRST LINE OF TYPING TO BE ALIGNED WITH THE LINES PRINTED OUTSIDE THE LEFT AND RIGHTHAND MARGINS. CORRECT ALIGNMENT ENSURES PROPER LINE SPACING AND TAB POSITIONS FOR THE MESSAGEFORM.

3. ALL LINES MUST BE DOUBLE SPACED. NO LINE CAN EXCEED 69

|CUSA

MR. FISHER, DAC, SFIS-FAC-M

325-8203, 6 JAN 90

W. R. CROSS, LTC, SC, CHIEF, SFIS-FAC, X58202

UNCLASSIFIED

Figure 7-1. Sample of a completed DD Form 173

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UNCLASSIFIED

02 02

PP RR UUUU

0061230Z

CHARACTERS INCLUDING BLANKS, SPACES AND CORRECTION SIGNS SUCH AS BLOB, ASTERISK OR CHRISTMAS TREE. ONLY A SINGLE PAGE OR THE LAST PAGE OF A MULTIPLE PAGE MESSAGE MAY CONTAIN LESS THAN 20 LINES PER PAGE.

- A. THIS IS AN EXAMPLE OF INDENTATION OF A SUBPARAGRAPH  
{1} THIS IS AN EXAMPLE OF SUBDIVISION INDENTATION

UNCLASSIFIED

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Figure 7-1. Sample of a completed DD Form 173—Continued

## Chapter 8 Data Message Preparation

### Section I Card Data Pattern Messages

#### 8-1. Originating a message

The originator—

*a.* Prepares DD Form 1392 (Data Message Form) in triplicate per instructions in paragraphs 9-3 through 9-15.

*b.* Ensures that a classified card deck is properly marked with the security classification, or that a cover sheet is used when making delivery to the TCC.

*c.* Complies with JANAP 128 procedures when preparing the card data pattern message, including header and end-of-transmission cards. The serving TCC can provide JANAP 128.

*d.* Ensures that text header cards include an “FM” and “TO” element and other identifying data to help in delivering a card message to the intended recipient. Text header cards are not required under any of the following conditions:

(1) The addressee is assigned a seven-letter routing indicator derivative that will segregate the data pattern addressee from all other addressees at that location.

(2) Messages are pro forma (Defense Automatic Addressing System, Joint Uniform Military Pay System, and so forth).

(3) Arrangements have been made among the originator, addressees, and all TCCs to process traffic by CIC or other suitable means.

*e.* Coordinates the use of station serial numbers with the serving TCC.

*f.* Advises the serving TCC (at least 24 hours in advance) of any need to send 25,000 or more lineblocks (cards, card images, or variable length data) to any one addressee, or when total transmission will exceed 75,000 lineblocks.

*g.* Prepares DA Form 3964 (Classified Document Accountability Record) before delivery of a controlled classified message to the TCC.

#### 8-2. MINIMIZE imposition

When MINIMIZE is imposed, all telecommunications are affected unless specifically excluded by the imposing message. See paragraph 8-5 for instructions on preparing DD Form 1392 during MINIMIZE.

### Section II Magnetic Tape Data Pattern Messages

#### 8-3. Policy

*a.* Each magnetic tape message is limited to 40,000 characters (500 or fewer 80-character data records) including header, text, and end of transmission (EOT).

*b.* Provide at least 24 hours' advance notice to the TCC before transmitting a message exceeding 25,000 lineblocks to any one addressee or when total transmission will exceed 75,000 lineblocks. If the originator is a direct subscriber of AUTODIN, notification is to DCAOC WASHINGTON DC//SCO//, the addressee, and the connected AUTODIN Switching Center (ASC).

*c.* TCCs and ASCs will not be used to convert self-addressed magnetic tape messages to card or narrative records.

*d.* Reels with tape splices will not be used to transmit messages via AUTODIN.

#### 8-4. Originating a message

The originator—

*a.* Ensures that messages are prepared per instructions in JANAP 128, chapter 6, and this regulation.

*b.* Prepares a DD Form 1392 for each magnetic tape reel to be transmitted.

*c.* Provides an original and a carbon copy of the header and EOT

printout of each message on a reel delivered to the TCC for processing. The printouts will be stamped to reflect the highest security classification on the reel.

*d.* Coordinates the use of station serial numbers with the serving TCC.

*e.* Prepares DA Form 3964 before delivering a controlled classified message to the TCC.

*f.* Prepares a DA Form 4356 (Magnetic Tape Reel Label) for each reel, showing the information below. This form will be affixed to the reel it describes.

(1) Reel number.

(2) Number of messages on the reel.

(3) Highest precedence and number of these precedence messages on the reel.

(4) Total number of messages on the reel with beginning and ending station serial numbers.

*g.* Responds to resubmission or retransmission requests if the TCC returns the reel.

*h.* Degausses and declassifies each magnetic tape reel to be delivered to the TCC before recording data for transmission.

*i.* Affixes the proper classification labels (DA Label 89 (Magnetic Computer Tape Reel Label TOP SECRET) or DA Label 101 (Magnetic Computer Tape Reel Label SECRET)) to magnetic tape reels based on the highest security classification recorded on the reel.

*j.* Coordinates with the serving TCC to establish a specific magnetic tape reel dismounting schedule, if required.

#### 8-5. MINIMIZE imposition

When MINIMIZE is imposed, all telecommunications are affected unless specifically exempted. If it is determined that the messages on the magnetic tape reel must be transmitted, enter the phrase “MINIMIZE CONSIDERED” in the “Remarks” block of DD Form 1392.

## Chapter 9 Preparing DD Form 1392

#### 9-1. General

The DD Form 1392 is required to provide the TCC with the information needed to prepare header cards and/or to inform the TCC that the data message is authorized for transmission.

#### 9-2. The data message

A data pattern message is a message that consists of standard 80-column punched cards or magnetic tape.

#### 9-3. The DD Form 1392

The DD Form 1392 is prepared in triplicate. It reflects pertinent data and release authority for an outgoing reel of magnetic tape. Figure 9-1 shows a sample of a filled-in DD Form 1392.

#### 9-4. Precedence block

Enter the lowest possible precedence for a data pattern message in this block (chap 4). The highest precedence that appears on a magnetic tape will be spelled out in upper case letters.

#### 9-5. Language Media Format block

The Language Media Format (LMF) block indicates the form (card or variable length data) in which the message is delivered to the originating TCC and is to be received at the terminating TCC. LMF information is indicated by two-letter codes contained in JANAP 128. Users of data facilities will normally know the proper LMF code for their messages; if not, the serving TCC can provide it.

#### 9-6. Classification blocks

*a.* Enter the data pattern message's security classification or the

abbreviation "UNCLAS" in the blocks at the top and bottom of the form.

(1) Security classifications will be marked or stamped in black, not typed; however, for unclassified data messages, "UNCLAS" may be typed.

(2) The abbreviation "UNCLAS" and the words "FOR OFFICIAL USE ONLY" will be inserted in these blocks, if applicable.

b. Insert the highest classification that appears on a magnetic tape reel in these blocks.

#### 9-7. Addressee block

Indicate the data message's addressees in this block. If there is insufficient space for all addressees on one form, prepare a second form

#### 9-8. Card count block

Enter the number of cards being delivered to the TCC. An accurate count of cards is essential. This block is left blank on the form accompanying a reel of magnetic tape messages because the count is contained in the header and EOT printouts.

#### 9-9. Originator's identification block

This block serves the same purpose as the "From" line of DD Form 173. For data pattern messages, enter the originator's address. For magnetic tape reel messages, the identity of the local data processing center (DPC) is normally entered in this block.

#### 9-10. Content indicator code block

This CIC indicates the general subject content of the data message. Interservice/departmental/agency CICs are found in JANAP 128. Guidance on the use of intra-Army CICs is in section IV. Message drafters should coordinate with their serving TCC for detailed instructions on the use of these codes. This block is left blank for magnetic tape messages because the CIC is contained in the header and EOT printouts accompanying each reel.

#### 9-11. Releasing officer's signature block

Type in the releasing officer's name and title. The releasing officer

must sign this block before the message is delivered to the TCC. The releasing officer will also include the time of release expressed Julian date and ZULU time.

#### 9-12. Office symbol and EXT block

Enter the writer's office symbol and telephone extension.

#### 9-13. Remarks block

This block may be used-

- For special handling instructions and/or SPECAT designations.
- To insert the phrase "MINIMIZE CONSIDERED."
- For information required by local operating procedures.

#### 9-14. Date-time (time filed) block

a. This block normally will be completed when the TCC prepares the header and EOT of a card message. This is the only block in the "For communications center use only" portion of the form that may be completed by the originating office.

(1) If the originating office of a card message makes this entry, it must be within 30 minutes of the time the message is delivered to the TCC.

(2) This block is left blank for magnetic tape messages. The time filed is in the accompanying header and EOT printout.

b. The date-time is composed of the Julian date plus the time expressed in GCT. The Julian date is based on GCT. The new day begins at 0001Z. The first day of the calendar year is Julian date 001 and each day thereafter is numbered consecutively; for example, 14 Oct 89 is Julian date 287. A message delivered to the TCC at 1250Z hours on 14 Oct 89 would have the date-time block entry 2871250.

#### 9-15. MINIMIZE

When MINIMIZE is imposed (AR 25-10), DPCs that require an essential message to be sent by electrical means will include the phrase "MINIMIZE CONSIDERED" in the "Remarks" section of the DD Form 1392.

DATA MESSAGE FORM	PRECEDENCE		LMF	CLASSIFICATION	
	Routine		CC	UNCLAS	
ADDRESSEE (Clear Text)					CARD COUNT
FORT HUACHUCA POST DPI (SEES)					(Detail cards) 50
ORIGINATOR'S IDENTIFICATION (RCS, follow-up, status, etc.)		CONTENT IND	RELEASING OFFICER'S SIGNATURE		OFFICE SYMBOL & EXT.
CUSA CE-SVCS OFC ALEXANDRIA, VA		ADBA	John Doe 2871250 JOHN DOE, DEPUTY DIRECTOR		SFIS-FAÇ-C x8203
REMARKS					
MINIMIZE CONSIDERED					
FOR COMMUNICATIONS CENTER USE ONLY					
ORIGINATOR'S ROUTING INDICATOR		STATION SERIAL NUMBER		DATE-TIME (Time filed)	
TOTAL CARD COUNT		ADDRESSEE ROUTING INDICATOR		SUPERVISOR'S SIGNATURE	
OPERATOR'S SIGNATURE		TIME TRANSMITTED		CLASSIFICATION	
				UNCLAS	

U. S. Government Printing Office: 1975-578-284

DD FORM 1392, 1 AUG 62

Figure 9-1. Sample DD Form 1392

## Chapter 10 Intra-Army Content indicator Codes

### 10-1. General

*a.* A CIC is composed of four alphabetic characters. The CIC is used in a data message header

- (1) To identify the contents.
- (2) For handling, distribution, and management purposes.

*b.* A monitoring agency is the commander or agency charged with the responsibility to

- (1) Allocate intra-Army CICs for the DA.
- (2) Maintain a master list of all intra-Army assignments.

### 10-2. Allocation of content indicator codes

*a.* In allocating CICs, monitoring agencies will adhere to the following conditions:

(1) Block or individual CIC allocations will be made to HQDA agencies and MACOMs in response to their requests.

(2) Allocation of CICs will coincide as much as possible with the second-position assignments for universal use CICs in JANAP 128. For example, a block of CICs allocated for further assignment to the ASA(FM) would be from the AFAA-AFZZ blocks. If these blocks are exhausted or if a requesting agency indicates a need for extraordinary activities, allocations will be made using second-position letters from the unassigned major category letters in JANAP 128.

*b.* Agencies or Army commanders requesting and receiving CICs for their internal use and assignment will adhere to the following conditions:

(1) CICs may be further allocated in groups or subblocks to the lowest level of centralized control over specific computer complexes that need to communicate among themselves but not with installations outside their own complex.

(2) Duplication of assignments will be avoided.

(3) A complete listing of all meanings assigned to allocated CICs will be maintained.

### 10-3. Content indicator code requests

*a.* Army field commanders will submit CIC requirements or requests through normal channels.

*b.* Heads of HQDA agencies and MACOMs will forward requests for allocation of intra-Army CICs to the Commander, USAISC, ATTN: AS-OPS-OC, Fort Huachuca, AZ 85613-5000. Requests will include the following information:

- (1) Number of CICs desired.
- (2) General description of the categories involved.
- (3) Name and telephone number of the action officer as a point of contact.

*c.* Requests for CICs that transcend DA responsibilities or that may be adaptable to or deserving of joint consideration will be forwarded through command channels per instructions in JANAP 128.

## Chapter 11 Facsimile Communications

### 11-1. General

*a.* Facsimile is a telecommunications system for transmitting fixed images to be received in recorded form. These images may include typed and handwritten documents, graphics, fingerprint records, maps, charts, operation overlays, sketches, and photographs. Narrative messages are not authorized for transmission by facsimile.

*b.* The Army common-user facsimile system provides a means to

transmit electrically all classifications of documents that are currently mailed or couriered. Facsimile terminals without approved cryptographic equipment are limited to transmitting unclassified material.

*c.* Matter marked FOUO may be transmitted by nonsecure terminals with the FOUO markings intact provided the originator and addressee are in the United States.

### 11-2. Policy

*a.* Requirements for facsimile equipment are identified through an Information Capability Request per AR 25-1 and AR 25-3.

*b.* Common-user facsimile service through telephone switched systems is provided by the serving TCC or operated by the prime user as a common-user facility. Facsimile transmission by AUTODIN has been implemented at a limited number of Army locations.

*c.* Facsimile communications use the procedures established for releasing other record communications. Facsimile transmissions that exceed five pages or require 'URGENT' TCC processing should be restricted to the comparable authorized release of immediate precedence narrative messages (para F9). However, release authorization remains a command prerogative consistent with the dictates of mission and communications economy and discipline.

*d.* If AUTOVON is used, the AUTOVON precedence used by the facsimile terminal operator will comply with the requirements of the Joint Uniform Telephone Communications Precedence System.

*e.* Army command and control secure facsimile systems, when used for common-user facsimile communications, will be governed by this regulation.

*f.* Digital facsimile devices passing classified information will use the DDN as the primary means of transmission.

### 11-3. Preparation guidance

*a.* A DA Form 3918-R is required for each facsimile transmission. (See fig.11-1 for a sample completed DA Form 3918-R.) Complete each block of the DA Form 3918-R except for the space reserved for the TCC. The "Remarks" block may be left blank if not needed. DA Form 3918-R will be locally reproduced on 8X- by 11-inch paper. A copy for reproduction is located at the back of this regulation.

*b.* Insert the authorized message address for the originator and the addressee, respectively, in the 'From' and 'To' blocks.

*c.* Insert the names, office symbols, and telephone numbers of the writer and addressee in the proper captioned blocks.

*d.* Use the shortened form for classifications in the CLASSIFICATION block, as follows:

- (1) For TOP SECRET use TOPSEC.
- (2) For SECRET use SECRET.
- (3) For CONFIDENTIAL use CONFID.
- (4) For FOR OFFICIAL USE ONLY use FOUO.
- (5) For UNCLASSIFIED use UNCLAS.

*e.* Insert the total number of pages to be transmitted, including the facsimile header sheet, in the "No. Pgs." block.

*f.* Insert the precedence in the "Precedence" block. The normal precedence assigned to facsimile messages is Routine (RR).

*g.* The "Remarks" block is self-explanatory. Type MINIMIZE CONSIDERED in the "Remarks" block when an essential facsimile message must be transmitted during MINIMIZE.

# FACSIMILE TRANSMITTAL HEADER SHEET

For use of this form, see AR 25-11; the proponent agency is ODISC4

COMMAND/ OFFICE		NAME/ OFFICE SYMBOL	OFFICE TELEPHONE NO. (AUTOVON/Comm.)			FAX NO. (AUTOVON/Comm.)
FROM: C-E Services Office Alexandria, VA		SFIS-FAC-M	AV 281-8207			AV 227-2177
TO: CDR, USAISE FT. HUACHUCA, AZ		JOHN JONES ASQBC-FAC-P	AV 879-8235			AV 879-6260
CLASSIFICATION	PRECEDENCE	NO. PAGES (Including this Header)	DATE-TIME	MONTH	YEAR	RELEASER'S SIGNATURE
UNCLAS	R	2	021500Z	FEB	90	
REMARKS						

Space Below For Communications Center Use Only

DA FORM 3918-R, JUL 90

DA FORM 3918-R, AUG 72 IS OBSOLETE

Figure 11-1. Sample completed DA Form 3918-R

## Chapter 12 Message Processing

### 12-1. Scope

The instructions in this chapter govern the handling of messages in action offices, the processing of messages by customers served by AMME RTs, use of reproduction facilities, coordination requirements with the serving TCC, and various TCC message processing procedures.

### 12-2. Policy

All messages will be processed and acted on with the least possible delay. Actions on messages assigned a Flash, Immediate, or Priority precedence will be hand-carried to the TCC or RT after coordination and review. Outgoing messages assigned a Routine precedence may be delivered to the TCC or AMME RT by regular messenger service or mechanical delivery system, provided the messages are not unduly delayed. Accumulating outgoing messages for delivery to the TCC or RT at the close of office hours subjects all messages to delays in processing.

### 12-3. Routing guides

a. TCCs that route and distribute incoming messages for specific customers will be provided a routing guide by the customer. The routing guide reflects distribution based on specific subjects and copy requirements. The routing guide normally is applicable to narrative messages; however, it may also contain information about the routing of card or magnetic tape messages.

b. When changes to a routing guide occur, they will be submitted

to the TCC by memo or in a form mutually agreed upon by the customer and the TCC. To ensure the effectiveness of the routing guide, the customer must review and update it at least twice a year.

c. Automated TCCs that provide supplemental distribution by subjects of interest (SOI) are cautioned that the user requesting SOI distribution must be a member of the organization represented by the message address. Messages bearing the control marking OR-CON cannot be distributed under SOI criteria.

### 12-4. Routing scheme

Incoming messages will be distributed to a customer for action when addressed to the customer in the "To" line; "PI" (primary information or interest) when addressed to the customer in the "Info" line; and "copies for" when intended for other elements of the customer.

### 12-5. Sequence of message processing

Incoming and outgoing messages will be processed in order of precedence and, within precedence categories, in order of receipt.

### 12-6. Control of messages

a. The TCC will not apply suspense control. Application of suspense control is the customer's responsibility.

b. Customers will prepare DA Form 3964 for SPECAT and Top Secret messages delivered to the TCC or RT for processing.

### 12-7. Message reproduction

When the number of printed copies of an incoming message requiring multiple delivery is insufficient, the TCC will reproduce enough copies to make distribution. The TCC will also reproduce enough

copies (copy furnished) of an outgoing message to make internal distribution. The originator is responsible for reproduction of outgoing messages required for ZEN addressees.

#### **12-8. Changes and added distribution**

*a.* Changes to a TCC-applied message distribution are originated by the indicated action or PI office only.

*b.* Requests for changes of ACTION-PI or for added distribution are submitted to the TCC on Part II and/or Part III of DA Form 2655.

#### **12-9. Message delivery or pickup during duty hours**

*a.* Customers will pick up their messages at least three times daily and upon notification by the TCC that high-precedence or other messages are available for pickup. Where messengers are used for delivery, messenger runs should be made not less than every 2 hours.

*b.* Customers must complete and provide the serving TCC a DD Form 577 for each representative authorized to pick up messages. Each customer will maintain a list of its authorized representatives, and will review and update that list at least twice each year.

#### **12-10. Disposition of messages received after duty hours**

*a.* Flash and Immediate messages or Priority action messages require the TCC to notify the customer per the message delivery instructions provided the TCC.

*b.* Routine messages will be held in the TCC and delivered at the beginning of the next regularly scheduled duty hours unless other arrangements are made between the customer and the TCC.

#### **12-11. Telecommunications center message review**

*a.* Each outgoing message the TCC receives for processing is reviewed for the following:

- (1) Security classification/special handling designations.
- (2) Assignment of precedence.
- (3) Assignment of DTG.
- (4) Completeness no missing pages.
- (5) Legibility of corrections.
- (6) Conformity with preparation instructions in chapter 7.
- (7) Conformity with addressing instructions in DA Pam 25-11.

*b.* The TCC may correct minor errors in message preparation. Messages with serious errors will be returned to the preparing office.

#### **12-12. Message retention**

The TCC will retain incoming and outgoing messages for 30 days, the time limit for initiating tracer action.

### **Chapter 13 Electronic Mail**

#### **13-1. General**

This chapter sets forth the policy, responsibilities, and procedures for using organizational and individual E-Mail for unclassified information transfer within the U.S. Army. The use of E-Mail for transfer of classified information is governed by command policy and is specifically excluded from this regulation. E-Mail is an information service to be accessed from distributed user workstations provided under office automation initiatives.

#### **13-2. Objectives**

The objectives of using E-Mail are as follows:

*a.* To shift unclassified routine traffic, as capabilities permit, from the AUTODIN to the DDN, thereby taking advantage of a more automated and direct (user-to-user) means of communication.

*b.* To use individual E-Mail between action officers for exchanging routine, informational communiques for which using the telephone is not appropriate.

*c.* To reduce the handling of paper copy by-

(1) Shifting the creation, transmission, and storage of long-haul organizational and individual correspondence to electronic form.

(2) Providing end-users with direct communications to facilitate the staffing process.

#### **13-3. Policy**

E-Mail may be used for unclassified organizational and individual information transfer in lieu of the telephone, the US Postal Service (USPS), facsimile, the common-user message service provided by the TCC, and various local systems involving movement of information on paper. The preferred method of delivery for organizational record communications is the USPS mail. If time does not permit using the USPS, electrical delivery should be considered.

*a.* Routine, unclassified organizational record information may be sent via organizational E-Mail in memorandum correspondence or message format. 0

*b.* Organizational messages sent via E-Mail will use the recipient's office symbol and host computer name. The office symbol will be registered with the DDN National Information Center (NIC) as an authorized originator/recipient of organizational messages sent via E-Mail. A recipient's office symbols may be included to facilitate message distribution. The message address will effect delivery to the host computer serving the recipient. Distribution of organizational messages will be performed by the host computer serving the message recipients. Organizational messages sent via E-Mail will be coordinated as prescribed by the organizational commander before release.

*c.* Individual messages sent via E-Mail will be addressed by name. The addressee will be registered with the DDN NIC as an authorized originator/recipient of individual messages sent via E-Mail. The host administrator will be responsible for reconciling similar names.

*d.* Applicable provisions of AR 380-380 and AR 530-2 are to be followed to protect information processed through the E-Mail system. In particular, need-to-know will be established and information sent will be limited to authorized individuals. Care will be taken to protect files containing E-Mail from unauthorized access.

*e.* Classified information will not be entered into or transmitted via E-Mail systems. In addition, discretion must be exercised in transmitting the following types of unclassified information via E-Mail:

(1) Unclassified Government information that would be of value to an adversary; for example, DOD information relating to operations, plans, system acquisition, logistic support, and personnel.

(2) Preaward contractual information, asset or resource accounting, or authorization data of a value greater than \$1,000,000.

(3) Trade secrets and non-Government information being retained on an agreed-upon confidential basis.

*f.* Provisions of AR 25-55 and AR 34-21 pertaining to FOUO information and information subject to the Privacy Act of 1974 will be complied with to ensure appropriate protection of information processed via E-Mail.

*g.* E-Mail is subject to MINIMIZE restrictions when imposed in accordance with AR 25-10. The economy and discipline provisions of AR 25-1 apply to E-Mail.

*h.* Files maintained in an electronic filing system must be established, maintained, and disposed of in accordance with AR 25-400-2 and DA Pam 25-400-2.

*i.* Software development and maintenance will be configuration managed in accordance with AR 25-1.

*j.* Government/employee-owned computers may be used for E-Mail purposes when voluntarily processing work offsite, subject to specifications in AR 380-380.

*k.* Installations will access the DDN as the primary long-haul E-Mail transmission service, as mandated by DOD.

*l.* Installations presently using AUTODIN record service should evaluate the desirability of acquiring a mail host computer or obtaining access to E-Mail service available at another installation.

*m.* E-Mail users without local (within installation) DDN mail-server access must enter the DDN electronic mail network via a terminal access controller (TACK).

(1) If there is a TAC on the installation, the user can gain access to a distant server on the DDN. The user must first obtain a mailbox on the nearest (or most convenient) DDN E-Mail server and must obtain login information and a password for the local TAC.

(2) If there is no TAC on the installation, the user must access the nearest one either by dialup over the telephone network, or via a leased line arrangement tied to the remote TAC. The server administrator where the user obtains a mailbox normally provides the TAC access.

n. Capability for E-Mail will be specifically included in site planning of the installation information transfer network.

o. Planning for future E-Mail capability should include the acquisition of Tier II and III E-Mail equipment through approved Army requirements contracts.

p. The use of intelligent workstations or office cluster processors is recommended for accessing Tier II E-Mail service. Lengthy on-line message preparation sessions with the Tier II host can be avoided through the use of such 'smart' devices.

q. The UNIX-based MMDF II Mail Host software is the prescribed and supportable Army Mail Transfer Agent to be used with Tier II Mail Host application.

#### **13-4. Procedures**

a. Signature authority to release organizational E-Mail may be delegated to subordinates in writing in accordance with AR 25-50. Delegation should include the name of the official to whom authority is delegated, the type of material authorized, restrictions or exclusions, and termination of authority. Signature authority will specify the authority line to be used.

b. Documents requiring signature authority may be transmitted via E-Mail. Signature blocks on correspondence and documents sent via E-Mail will be considered unsigned unless signature is indicated. For those systems that cannot record, transmit, and display signed signatures or password-generated signatures, signature blocks will be transmitted with the words "signed" or "signed by for."

c. Record copies of organizational correspondence sent via E-Mail will be maintained. Record copies will show the coordination obtained. The electronic recordkeeping retention requirements for each message will be in accordance with AR-25-400-2.

### **Chapter 14 Privacy Communications System**

#### **14-1. General**

This chapter sets forth responsibilities and procedures for the DA Privacy Communications System (PCOMS) and messages designated as "EYES ONLY." It is a guide for DA general officers and civilians of equivalent rank in preparing and safeguarding their sensitive and personal PCOMS messages.

#### **14-2. Exceptions and waivers**

The DAS retains the authority to grant exceptions and waivers under this chapter. Requests for exceptions should be submitted in writing through the requestor's command channels and forwarded through the Commander, USASSG, and the DCSINT (HQDA, ATTN: DAMI-ZA, WASH DC 20310-1051), to the DAS (HQDA, ATTN: DACS-ZD, WASH DC 20310-1051), for consideration. Requests must contain complete justification and specify the duration requested. Originators are encouraged to coordinate the request with their supporting SSO.

#### **14-3. Uses of the Privacy Communications System**

The PCOMS is an exclusive channel for classified or unclassified sensitive or personal messages originated by senior DOD officials and transmitted by the DSSCS. These messages are normally dispatched and received through the Defense Special Security System

(DSSS). Such messages are also known as "backchannel" or "EYES ONLY" messages. The DSSS is also referred to as the SSO System.

#### **14-4. Privacy Communications System message consideration**

Authorized users should consider all available communication channels before releasing a PCOMS message through SSO channels. This consideration should include the following:

a. *Facilities.* The DSSCS does not provide support facilities in all locations where authorized users are stationed. When the intended recipient is stationed at a location not serviced by the DSSCS or SSO System, the PERSONAL FOR message within the General Service (GENSER) System or other appropriate channels should be used, except as constrained by b below.

b. *Classification.* All messages containing Sensitive Compartmented Information (SCI) must be transmitted exclusively within the DSSCS.

c. *Sensitivity.* PCOMS messages expeditiously convey matters of a highly sensitive or personal nature. Do not use PCOMS to send messages on routine administrative or operational matters.

d. *Special Access Program (SAP) information.* The use of DSSCS to transmit operational or administrative matters pertaining to SAPs is inappropriate unless the SAP traffic contains SCI. SAP or other sensitive messages that are not SCI or privacy communications should be transmitted through GENSER channels as SPECAT EXCLUSIVE or EXCLUSIVE FOR as defined in this regulation. AR 380-381 and DOD C-5105.21-M-1 contain detailed information regarding SAPs and SCI security programs.

#### **14-5. Privacy Communications System message format**

PCOMS officers prepare and provide to authorized users a guide explaining PCOMS message preparation and examples of message formats. PCOMS message formats will vary based on the type of telecommunications equipment used by the supporting DSSCS facility. See sample of a basic EYES ONLY message (DD Form 173) at figure 14-1.

#### **14-6. Privacy Communications System message transmission precedence**

Originators of PCOMS messages must ensure that the appropriate precedence is applied. Originators should keep in mind the nature of the message, desired delivery time, and the operating hours of the recipient's servicing DSSCS facility. This information is available from the SSO.

#### **14-7. Privacy Communications System understandings**

Coordination, understandings, agreements, or similar actions handled through the PCOMS will be formalized, when required, through GENSER message or other official communication channels. Normally, no specific reference should be made to PCOMS messages in official correspondence, including GENSER messages, without the approval of the PCOMS message releaser.

#### **14-8. Staff actions Involving Privacy Communications System messages**

Under unusual circumstances that require including PCOMS messages in staff actions, prior approval by originators or addressees is required. Such use must be carefully controlled to protect the personal or sensitive content of the original message.

#### **14-9. Privacy Communications System and the chain of command**

The PCOMS will not be used to bypass the established chain of command. Appropriate intermediate commanders will be included as addressees by name, positions or titles, and location.

#### **14-10. Freedom of information Act**

Every effort will be made to protect the privacy of messages dispatched or received through the PCOMS. As a result of the Freedom of Information Act (AR 25-55), PCOMS messages cannot be categorically exempted from release to the public solely on the basis

of the system's sensitive nature. The standards of denial that apply to other forms of intra-agency communications also apply to privacy communications.

#### **14-11. Temporary duty support**

An authorized user on temporary duty (TDY) may request PCOMS support from the nearest SSO facility.

*a.* An authorized user routinely supported by an SSO facility at his or her normal duty station should ensure that the PCOMS officer is informed as early as possible of any absence. To ensure uninterrupted PCOMS message support, the user should furnish information regarding his or her itinerary, alternate delivery instructions, and the nature of PCOMS/SSO support desired during the trip. The PCOMS officer will coordinate the availability of PCOMS/SSO support where possible, according to the user's itinerary and instructions

*b.* If an SSO facility is located at the authorized user's normal duty station, the user can ensure availability of all EYES ONLY messages received or dispatched during TDY. The user should request that SSO personnel enroute include the user's normal duty station as an addressee or readdresses for PCOMS messages.

#### **14-12. Authorized user control of Privacy Communications System messages**

PCOMS messages are delivered to an intended recipient as record copies and become the recipient's property for control and disposition.

*a.* The PCOMS officer makes no distribution except to authorized addressees. In the absence of an addressee who is an authorized user, distribution may be made to persons who are authorized in writing to act in the user's name.

*b.* PCOMS messages may be further distributed at the recipient's discretion, taking into consideration any distribution caveats requested by the sender. For example, a message addressed "TO: VCSA and DCSOPS, INFORMATION: DCSLOG" becomes the individual property of each of these general officers and may be further distributed at their discretion.

*c.* When the sender wants a message to be distributed only to the listed recipients, the sender may include in the message text a phrase such as "SSO DELIVERY ONLY TO LTG J.P. JONES, DCG."

#### **14-13. Privacy Communications System acknowledgment procedures**

Acknowledgment of receipt of an EYES ONLY message is not normally required. Authorized users may request acknowledgment in the text of the message or by incorporating a ZFF code into the Special Instructions block of DD Form 173 as a confirmation of delivery (fig 14-1). The PCOMS officer can provide details on the use of the six ZFF codes. Requesting receipt acknowledgment is recommended when the intended recipient is traveling or the message is time sensitive or critical.

#### **14-14. Privacy Communications System record files**

Authorized users are responsible for maintaining record files of their outgoing and incoming PCOMS messages in accordance with AR 2540(2). The servicing SSO or DSSCS facilities will not maintain record copies of PCOMS messages.

#### **14-15. Privacy Communications System reference files**

*a.* The PCOMS officer maintains temporary communication center reference copies of all PCOMS messages for a maximum of 30 days. After 30 days these copies are destroyed, except as described in paragraph 14-16.

*b.* The PCOMS officer does not maintain reference copies of GENSER messages.

#### **14-16. Privacy Communications System messages containing Sensitive Compartmented information**

PCOMS messages containing SCI must be stored in a Sensitive Compartmented Information Facility (SCIF). If an authorized user or recipient does not have access to an SCIF, then the record copies of PCOMS messages will be secured in the PCOMS officer's SCIF. Such messages will be reviewed every 30 days by the authorized user or recipient to determine if further retention is warranted.

#### **14-17. Restricted access to Privacy Communications System messages**

*a.* To ensure the efficacy and credibility of the PCOMS, PCOMS messages are considered privileged communications. Access by other than SSO or DSSCS facility personnel will be determined by the authorized user or recipient. PCOMS messages are not subject to routine inspections or examinations, except as noted in b below. Access for extraordinary purposes, such as investigative or judicial proceedings, may be granted only by the DAS or higher DA authority. Forward requests for and justifications of unconsented access through HQDA (DAMI-ZA), WASH DC 20310-1001, to HQDA (DACS-ZD), WASH DC 2031-1001.

*b.* DOD SCI security policy in DOD C-5105.21-M-I permits inspector general (IG) examination of non-SCI security management activities within DOD SCI facilities. Restrictions on SCI access to PCOMS messages, as outlined in this chapter and DOD SCI security policy, do not apply to official IG responsibilities as outlined in AR 20-1. In performing these responsibilities, an Army IG may require access to evidentiary materials.

(1) This authority may include direct access or accessibility to pertinent extracts of PCOMS messages originated by authorized Army users.

(2) Requests for access to PCOMS messages for IG purposes will be forwarded to HQDA (DAIG-ZA), WASH DC 2031S1700, for approval. The Inspector General (TIG) coordinates requests with the DAS. Approval for IG access to PCOMS messages will be granted after TIG review and approval and DAS concurrence.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LMF	CYC	ORIG/MSG IDENT
	DATE-TIME	MONTH	VR	ACT	INFO					
01 of 02		JUN	87	PP	RR	UUUU				U-OFFICE SYM
MESSAGE HANDLING INSTRUCTIONS										
<p>FROM: SSO DA</p> <p>TO: SSO TRADOC</p> <p>SSO USAREUR</p> <p>INFO SSO DA//COURIER//</p> <p>SSO VII CORPS</p> <p>UNCLAS EYES ONLY</p> <p>Q000</p> <p>EYES ONLY//EYES ONLY//EYES ONLY//EYES ONLY//EYES ONLY//</p> <p>SSO TRADOC FOR MG XXXX, DCG</p> <p>SSO USAREUR FOR MG XXXX, DCSI</p> <p>SSO DA FOR LTG XXXX, DCSOPS</p> <p>SSO VII CORPS FOR LTG XXXX, DCG</p> <p>FROM LTG XXXX, DCSINT</p> <p>SUBJ: PROPER ADDRESSING OF PCOMS MESSAGES</p> <p>1. ALL SSO ADDRESSES LISTED IN THE UPPER ADDRESS PORTION MUST BE LISTED AGAIN ABOVE THE SUBJECT LINE, INDICATING THE RANK, NAME, AND TITLE OF RECIPIENT.</p> <p>2. THE TITLE OR DUTY POSITION OF THE INTENDED RECIPIENT SHOULD BE LISTED TO PRECLUDE DELIVERY TO ANOTHER PERSON WITH THE SAME RANK AND NAME.</p> <p>DISTR:</p> <p>COMEBACK COPY REQUESTED</p>										
<small>DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE</small> COL BROWN, CHIEF CI {DAMI-CI} X12345						<small>SPECIAL INSTRUCTIONS</small>  ZFF 1				
RELEASE	<small>TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE</small> LTG XXXX, DCSINT, 45678					<small>SECURITY CLASSIFICATION</small> UNCLASSIFIED				
	<small>SIGNATURE</small>									

DD FORM 1 MAR 78 173/1

PREVIOUS EDITION IS OBSOLETE

Figure 14-1. Sample EYES ONLY message

JOINT MESSAGEFORM										SECURITY CLASSIFICATION UNCLASSIFIED	
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT	
	DATE TIME	MONTH	YR	ACT	INFO						
02 of 02				PP	RR	UUUU				U-OFFICE SYM	
BOOK	MESSAGE HANDLING INSTRUCTIONS										
<p>3. A SEPARATE LINE SHOULD BE USED WHEN LISTING THE SSO ADDRESS AND INTENDED RECIPIENT TO FACILITATE ROUTING AND TO PRECLUDE OVERSIGHT OF AN ADDRESSEE.</p> <p>4. WHEN THE SENDER DESIRES DELIVERY ONLY TO THE LISTED RECIPIENT, HE/SHE MAY SO INDICATE AS SHOWN IN THE SSO TRADOC ADDRESS LINE ABOVE THE SUBJECT HEADING. IF SUCH INSTRUCTIONS ARE NOT PROVIDED, THE PCOMS OFFICER WILL DELIVER TO ANYONE DESIGNATED TO RECEIVE PCOMS MESSAGES FOR THE RECIPIENT.</p>											
<div style="position: absolute; left: -40px; top: 50%; transform: translateY(-50%); font-size: 1.2em; line-height: 1;"> 6 5 4 3 2 1 0 </div>											
DISTR:											
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE						SPECIAL INSTRUCTIONS					
TYPED NAME, TITLE OFFICE SYMBOL AND PHONE											
SIGNATURE											
SECURITY CLASSIFICATION UNCLASSIFIED						DATE TIME GROUP					

DD FORM 173/1

PREVIOUS EDITION IS OBSOLETE

Figure 14-1. Sample EYES ONLY message—continued

## Appendix A References

### Section I Required Publications

#### **ACP 100 US SUPP-1 ( )**

US Address Indicating Groups—Instructions and Assignments (U). (Cited in para 3–5.)

#### **AFR 700–31**

U.S. Air Force Plain Language Address Directory. (Cited in para 7–6.)

#### **AR 20–1**

Inspector General Activities and Procedures. (Cited in para 14–17.)

#### **AR 25–10**

Reduction and Control of Information Transfer in an Emergency (MINIMIZE). (Cited in paras 6–48 and 9–15.)

#### **AR 25–55**

The Department of the Army Freedom of Information Act Program. (Cited in paras 1–4, 6–6, 7–7, 13–3, and 14–10.)

#### **AR 25–400–2**

The Modern Army Recordkeeping System (MARKS). (Cited in para 14–14.)

#### **AR 310–50**

Authorized Abbreviations, Brevity Codes, and Acronyms. (Cited in para 6–31.)

#### **AR 380–5**

Department of the Army Information Security Program. (Cited in paras 1–4, 3–4, 6–5, 6–45, and 7–7.)

#### **AR 380–10 (C)**

Department of the Army Policy for Disclosure of Information, Visits, and Accreditation of Foreign Nationals (U). (Cited in para 6–15.)

#### **AR 380–381 (C)**

Special Access Programs (SAPs) (U). (Cited in para 14–4.)

#### **DA Pam 25–11**

Authorized Addresses for Electrically Transmitted Messages. (Cited in paras 1–4, 6–2, 7–6, and 12–11.)

#### **DA Pam 25–51**

The Army Privacy Program: System Notices and Exemption Rules. (Cited in para 1–4.)

#### **DOD C–5105.21–M–1 (C)**

Sensitive Compartmented Information (SCI) Security Manual, Administrative Security (U). (Cited in para 14–4.)

#### **NATO APP–3 (for US Forces assigned to or who CHOP to NATO)**

NATO Subject Indicator System. (Cited in para 6–19.)

#### **USMCEB PUB 6**

Joint Department of Defense Plain Language Address Directory. (Cited in para 7–6.)

#### **USN PLAD–1**

United States Navy Plain Language Address Directory. (Cited in para 7–6.)

### Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

#### **ACP 117 CAN–US SUPP–1 ( )**

Allied Routing Indicator Book, Canada–United States Supplement No. 1

#### **ACP 121 US SUPP–1 ( )**

Communication Instructions–General (U)

#### **ACP 122 ( )**

Communications Instructions–Security (U)

#### **AR 25–1**

The Army Information Resources Management Program

#### **AR 25–3**

Army Life Cycle Management of Information Systems

#### **AR 25–50**

Preparing and Managing Correspondence

#### **JANAP 128**

Automatic Digital Network (AUTODIN) Operating Procedures

#### **TM 11 190–2**

Telecommunications Center Operating Procedures

### Section III Prescribed Forms

#### **DA Form 3918–R**

Facsimile Transmittal Header Sheet. (Prescribed in para 11–3.)

#### **DD Form 173/1**

Joint Messageform. (Prescribed in paras 3–5, 3–6, 5–4, 6–1, 7–2, 9–9, 11–2, 14–5, and 14–13.)

#### **DD Form 173/2**

Joint Messageform (Red). (Prescribed in para 7–2.)

#### **DD Form 173/3**

Joint Messageform (Blue). (Prescribed in para 7–2.)

### Section IV Referenced Forms

#### **DA Form 2655**

Message Action Request

#### **DA Form 3964**

Classified Document Accountability Record

#### **DA Form 4019–R**

Non-Receipt Claim Record

#### **DA Form 4356**

Magnetic Tape Reel Label

#### **DD Form 577**

Signature Card

#### **DD Form 1392**

Data Message Form

## Glossary

### Section I Abbreviations

#### ACP

Allied Communications Publication

#### AF

Air Force

#### AIG

address indicating group

#### ALARACT

all Army activities general message

#### ALDODACT

all Department of Defense activities

#### ALFOODACT

all U.S. military, U.S. Coast Guard, and Army and Air Force Exchange Service activities general message

#### ALMILACT

all U.S. military activities general message

#### ALSVCACT

all Service activities general message

#### ALT HQ

alternate headquarters

#### AMME

automated multimedia exchange

#### APP

Allied Procedural Publication

#### ARNG

Army National Guard

#### ASC

AUTODIN switching center

#### AUTODIN

Automatic Digital Network

#### AUTOVON

automatic voice network

#### CHOP

change operation

#### CIC

content indicator code

#### CONUS

continental United States

#### DA

Department of the Army

#### DAS

Director of the Army Staff

#### DCS

Defense Communications System

#### DCSINT

Deputy Chief of Staff for Intelligence

#### DDI

delivery distribution indicator

#### DDN

Defense data network

#### DECL

declassify

#### DISC4

Director of Information Systems for Command, Control, Communications, and Computers

#### DISTR

distribution

#### DNG

downgrade

#### DOD

Department of Defense

#### DPC

data processing center

#### DSSCS

Defense Special Security Communications Joint Chiefs of Staff System

#### DSSS

Defense Special Security System

#### DTG

date-time group

#### DTS

Diplomatic Telecommunications Service

#### ECP

Emergency Command Precedence

#### EFTO

Encrypt For Transmission Only

#### E-Mail

Electronic Mail

#### EOT

end of transmission

#### ERS

emergency relocation site

#### EURCOMACT

European Command activities general NASIS message

#### EXDIS

exclusive distribution

#### FORMERLY RESDAT

formerly restricted data

#### FOUO

For Official Use Only

#### GCT

Greenwich Civil Time

#### GENSER

General Service

#### HQDA

Headquarters, Department of the Army

#### IG

inspector general

#### IMMDELREQ

Immediate delivery required

#### IMMP

information management master plan

#### JAFPUB

Joint Armed Forces Publications holders general message

#### JANAFPAC

Joint Army-Navy-Air Force Commands Pacific general message

#### JANAP

Joint Army-Navy-Air Force publication

#### JCS

Joint Chiefs of Staff

#### LANTCOMACT

Atlantic Command activities general message

#### LIMDIS

limited distribution

#### LMF

Language Media Format

#### LOU

limited official use

#### MA

message address

#### MAAG

Military Assistance Advisory Group

#### MACOM

major Army command

#### MMDF II

Multichannel Memorandum Distribution Facility II

#### NASIS

NATO Subject Indicator System

#### NATO

North Atlantic Treaty Organization

#### NC

abbreviated form of NO CONTRACT

#### NF

abbreviated form of NOFORN

#### NIC

National Information Center

<b>NO CONTRACT</b> not releasable to contractors/consultants	<b>SIC</b> subject indicator code	<b>USSOCOMACT</b> United States Southern Command activities general message
<b>NODIS</b> no distribution	<b>SIOP-ESI</b> Single Integrated Operational Plan–Extremely Sensitive Information	<b>WN</b> abbreviated form of WNINTEL
<b>NOFORN</b> not releasable to foreign nationals	<b>SOI</b> subjects of interest	<b>WNINTEL</b> Warning Notice–Intelligence Sources or Methods Involved
<b>NOTAL</b> not to, or needed by, all addressees	<b>SPECAT</b> special category	<b>Section II Terms</b>
<b>OADR</b> originating agency's determination required	<b>SSO</b> special security officer	<b>Addressee</b> The person who receives a message for action, primary information, or information
<b>OCRE</b> optical character reading equipment	<b>TAC</b> terminal access controller	<b>Authorized user</b> U.S. general/flag officers, officers grade 06 in a promotable status, and equivalent DOD civilians (SES, GM/GS–16 or higher). Exceptions may be granted by the Chief of Staff, Army; Vice Chief of Staff, Army; or Director of the Army Staff.
<b>ORCON</b> dissemination and extraction of information controlled by originator	<b>TCC</b> telecommunications center	<b>Backchannel message</b> An information designation for a PCOMS message. It is an electrical message processed by the PCOMS and addressed from one authorized user to another person by name, position, or title. Such messages are also informally known as 'Eyes Only' or 'EO' messages.
<b>PACOMACT</b> Pacific Command activities general message	<b>TDY</b> temporary duty	<b>Drafter or writer</b> The person who actually composes the message for release by the originator or releasing officer.
<b>PASEP</b> passed separately	<b>TIG</b> The Inspector General	<b>EYES ONLY</b> A special handling control used to designate a PCOMS electrical message.
<b>PCOMS</b> Privacy Communications System	<b>UNCLAS</b> unclassified	<b>MINIMIZE</b> A condition wherein normal message and telephone traffic is drastically reduced so that messages connected with an actual or simulated emergency shall not be delayed.
<b>PDC</b> program designator code	<b>USAISC</b> United States Army Information Systems Command	<b>Originator</b> The command by whose authority a message is sent.
<b>PI</b> primary information or primary interest	<b>USAR</b> United States Army Reserve	<b>PCOMS officer</b> A special security officer or noncommissioned officer in charge of PCOMS. His or her primary responsibility is to ensure the proper functioning of the PCOMS, oversee dispatch and delivery of PCOMS messages, maintain associated delivery records and files, and serve as advisor to authorized users of the PCOMS.
<b>PR</b> abbreviated form of PROPIN	<b>USASSG</b> United States Army Special Security Group	<b>Pro forma message</b> A message with a fixed format text.
<b>PROPIN</b> Caution Proprietary Information Involved	<b>USCINCEUR</b> United States Commander in Chief Europe	<b>Sensitive Compartmented Information</b> A type of classified information. SCI concerns or is derived from intelligence sources, methods, or analytical processes. SCI must be handled exclusively within formal access
<b>PTC</b> Pentagon Telecommunications Center	<b>USCINCLANT</b> United States Commander in Chief Atlantic	
<b>REL</b> releasable to	<b>USCINCPAC</b> United States Commander in Chief Pacific	
<b>RESDAT</b> restricted data	<b>USCINCSO</b> United States Commander in Chief Southern Command	
<b>RS</b> Requirements Statement	<b>USDAO</b> United States Defense Attache Office	
<b>RT</b> remote terminal	<b>USMCEB</b> United States Military Communications–Electronics Board	
<b>SAP</b> Special Access Program	<b>USMTF</b> United States Message Text Format	
<b>SCI</b> Sensitive Compartmented Information	<b>USN</b> United States Navy	
<b>SCIF</b> Sensitive Compartmented Information Facility	<b>USPS</b> United States Postal Service	
<b>SGD</b> signed		

control systems established by the Director of Central Intelligence.

**Special Security Office**

The focal point for receipt, control, and accountability of SCI. The SSO oversees SCI matters for one or more SCIFs in the local area.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

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